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ABSTRACT

Policies and procedures of West Virginia University are presented in the 1976 edition of the faculty handbook. Major sections deal with: university organization; conditions of employment; payment and benefits; graduate school; off-campus education; research; student relations; support services; and other university policies. Appendices consider the Faculty Constitution; academic freedom and responsibility; and rights and responsibilities of television teachers. (LBH)

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# Faculty Handbook

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West Virginia University

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# Faculty Handbook

This 1976 revision of the *Faculty Handbook* was designed as a permanent publication that can be kept in a three-ring binder. As policies change, new pages or sections will be distributed to each faculty member so you may keep your copy up-to-date.

Please send any suggestions for improving the *Faculty Handbook* to the Director of University Relations, 102 Communications Building, Evansdale Campus.

West Virginia University

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It is the policy of West Virginia University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff solely on the basis of individual qualifications and merit without regard to race, sex, religion, age, or national origin.

The University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, religion, age, or national origin.

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# PART 1 ORGANIZATION OF WVU

West Virginia University is owned by the people of West Virginia who, through their Legislature, have delegated responsibility for the University's operation to the West Virginia Board of Regents.

The Board of Regents is vested by law with authority for the complete control and management of the University and all other state institutions of higher education. Serving on the board are nine members appointed by the Governor, with advice and consent of the Senate, and the State Superintendent of Schools an ex officio member. The seven members of the West Virginia University Advisory Board are chosen by the University President.

The President, who is appointed by the Board of Regents, is the chief executive officer of the University as well as its principal academic officer, a role which his position as presiding officer of the University Senate symbolizes.

The University Senate was established in November, 1945, as the vehicle for faculty participation in the governance of the University. It is a legislative body with original jurisdiction over all matters of academic interest and educational policy that concern the entire University or affect more than one college, school, or division. The Senate's decisions are subject to review and approval by the President and the Board of Regents. Faculty members elected by their colleagues comprise 70 percent of the Senate membership, which also includes the President and five administrators appointed by him, the Provosts, and the Academic Deans. Any member of the Faculty Assembly may attend Senate meetings as an observer.

The University Faculty Assembly, which normally meets twice a year, includes Instructors with full-time appointments, Assistant Professors, Associate Professors, Professors, Academic Deans, Provosts, and the President, who is the presiding officer. Functions of the Assembly are to elect senators to represent the constituency groups as provided in the Faculty Constitution; to express by formal resolution its opinion on any question relating to policy or administration of the University; and to review actions of the University Senate according to procedures established in the Faculty Constitution. (For detailed information about the operations of the University Senate and the Faculty Assembly, refer to the Faculty Constitution, Appendix A.)

West Virginia University also has a tradition of strong student government that touches all aspects of student life and represents student opinion to the administration and faculty. Student Administration is organized into the

Executive Branch, including the student body president and vice-president who are elected every spring, and the Board of Directors, a policy-making body of 13 elected members that functions as both the legislative and judicial arm of Student Administration. More than 100 students serve on 65 University committees, including 13 students on University Senate committees.

## UNIVERSITY-WIDE COMMITTEES AND COUNCILS

In addition to the Executive Committee and the Committee on Membership and Constituencies (see Faculty Constitution, Appendix A), the University Senate has these standing and special committees:

**Standing Committees**–Faculty Welfare, including Subcommittee for Performing Arts; Curriculum; Research, Research Grants, and Publications; Student Instruction, including a Subcommittee for the Core Curriculum; Teacher Evaluation; and the Committee on Committees.

**Special Committees**–Interracial Policies and Practices; Student Discipline; English Proficiency and Academic Performance; Honorary Degrees; and Vandalia Awards.

**Council on Admissions** reviews University admissions policies and procedures in terms of state and national trends and hears appeals from decisions of the Dean of Admissions and Records. The President appoints two students and five faculty members from University Senate nominations to serve on the Council. The Dean of Admissions and Records serves as Council Chairperson except when the Council hears appeals.

**Athletic Council** recommends policies governing intercollegiate athletics. It consists of nine members (five from the faculty, two representing the alumni, and two elected by the student body). The faculty and alumni members are appointed by the President from those nominated by the University Senate and the Alumni Association. No employee of the Department of Intercollegiate Athletics is eligible for appointment to the Council.

**Energy Committee** coordinates teaching, research, and off-campus efforts in that field. The President appoints the committee with the Provost for Research and Graduate Studies serving as chairperson.

**Environmental Council**, appointed by the President, recommends instruction, research, and service programs to further involve the University in helping to solve environmental problems.

**Mountainlair Advisory Council** advises the University through the Director of Mountainlair on policies and operating procedures for the campus activities center. It consists of four faculty members and four students nominated by the University Senate and appointed by the President.

**Council on Off-Campus Education** advises the President on such questions as planning for effective and innovative participation by departments in off-campus education, integrating such education with other University activities, and generally furthering education contact with statewide, regional, and international groups. The council also serves as the University's certifying body for Continuing Education Unit programs. Serving on the council are nine faculty members and two students, one undergraduate and one graduate, nominated by the University Senate and appointed by the President. The Dean of the Center for Extension and Continuing Education is an ex officio member, and the Provost for Off-Campus Education is permanent chairperson.

**Council on Planning** advises the President on all long-range planning for the University including enrollment, campus development, space utilization, and major program development. Its members include nine faculty members and two students nominated by the University Senate and appointed by the President in addition to the student body president, and the Provost for Planning who serves as council chairperson. The University Architect and Director of Physical Plant are non-voting members.

**Staff Council** advises the administration on University-wide policies and programs that affect non-teaching employees, who elect twelve of their colleagues from six occupational groups to serve on the council. Employees also are represented by **Local 814 of the Laborer's International Union of North America, AFL-CIO.**

**Committee on Student Publications**, which consists of three students appointed by the student body president and three faculty-staff members appointed by the President, establishes policies governing student publications including the *Daily Athenaeum* and *Monticola*, the yearbook. The committee recommends the appointments of editors and other officials of those publications to the Student Board of Directors.

## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PLAN

In 1971, WVU adopted an Equal Employment Opportunity and Affirmative Action Plan aimed at expanding job opportunities for women and members

of minority groups. Any University employee found to be engaging in discriminatory practices against other employees or applicants is subject to disciplinary action. A copy of this plan is available in your department chairperson's or dean's office.

## QUESTIONS, SUGGESTIONS, GRIEVANCES

The University welcomes suggestions for improving its operation and questions about its policies. They first should be presented to your department chairperson or division director, your dean, or the director of the office concerned. All faculty have the right to appeal any decision to the President by first writing the President a summary of the case and asking for an appointment to discuss it. You may expect the President to ask whether you have exhausted the other means available to you, and to insist that all other routes be checked before he takes up your problem. This action is made necessary by the large size of WVU: it is quite impossible for the President to handle all problems himself. If the problem requires it, a committee will be convened by the President to make recommendations for action. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 1316 Charleston National Plaza, Charleston, WV 25301, or through civil courts.

There is one significant limitation on the authority of administrators and others in the treatment of conflicts over grades assigned in course work, through the actions of oral examining committees and the like: assigned grades can be changed only by the individual or group which assigned them. This procedure is based on the technical authority of the instructor, and is universal practice among universities of the world. A hearing administrator or committee may conclude that a grade should be changed, but can merely forward that conclusion to the instructor involved. Though an instructor cannot be ordered to change the grade by any University agency, few instructors will refuse to make a change if one is recommended by a properly constituted committee.

## ACADEMIC DUE PROCESS

All hearings and investigations at WVU are governed by the concept of academic due process. This means essentially that both sides of each problem must be heard by the person conducting the proceedings, that an accused has the right to face the accuser, and that in case the decision made by an administrator is unacceptable to either party, the administrator must convene a committee

made up of faculty, students or, in the case of non-academic problems, employees including faculty and staff from other fields to hear the matter and make findings and recommendations in regard to it. Before such committees, both parties have the right to call and cross-examine witnesses and to have advisers from the University community, but University committees do not permit legal counsel—including faculty and staff who hold law degrees—for themselves, for employees, or for students to be present at hearings. In the best sense, universities are self-governing communities of younger and older scholars. University hearings therefore are not courts of law and are not conducted as adversary proceedings with technically trained judges and attorneys. The chairperson of each hearing committee is charged with insuring fair play for all concerned, and those who feel aggrieved after such hearings must seek redress in the appeals system described above or through action in the civil courts after the WVU appeals system has been exhausted.

## UNIVERSITY CALENDAR

The University year is scheduled in the University Calendar, which must be established at least six months before the Summer Session with which it begins. The academic year consists of two semesters of 16 to 17 weeks each, the First running from the end of August to the Christmas recess, the Second from early January to late April or early May.

The Calendar (printed in the *Schedule of Courses* for each semester, the *WVU Directory*, and the Catalogs) sets dates relating to freshman orientation, registration, classes, examinations, Faculty Assembly meetings, Commencement, and holidays.

## OFFICE HOURS

University offices are open from 8:15 a.m. to noon, and from 1 to 5 p.m., Monday through Friday.

# PART 2 CONDITIONS OF EMPLOYMENT

## FACULTY

The faculty is composed of those employees in the University, whether employed part time or full time, whose duties are primarily related to the instructional, research, and service programs of the institution and who possess the professional qualifications that customarily qualify for membership on a university faculty. For certain other purposes, such as participation in faculty benefit programs, membership in the Faculty Assembly, and membership in the Graduate Faculty, the composition of the faculty is differently defined.

## TITLES

Members of the faculty holding full-time appointments with titles of instructor, assistant professor, associate professor, professor, Benedum professor, and Centennial professor are considered to be regular faculty members in the tenure system.

Members of the faculty with special appointments have a qualifying term, such as clinical or adjunct, affixed to the conventional title to show the special nature of the appointments. Usually the qualified title does not carry all the privileges of the regular appointment unless specified in the letters of appointment. Faculty members with special appointments are not in the University tenure system.

Temporary or part-time faculty members are not in the tenure system. Such faculty members carry titles with the qualifier of "visiting" affixed to the conventional faculty title. The title of lecturer may also be used to designate a temporary appointment.

Faculty members who hold administrative positions or who hold joint appointments carry both titles, for example, dean of the College of Arts and Sciences and professor of biology; associate professor of psychology and associate professor of education.

A graduate assistantship is an appointment to the University staff approved by the Board of Regents and granted to a graduate student. The appointment requires service, most often teaching, for which the assistant normally receives a stipend and remission of tuition, registration, and Higher Education Resources fees. The appointee must be enrolled in the Graduate School to be eligible for appointment.

A teaching fellow is a title granted to graduate students who are generally more senior and experienced. A teaching fellow carries more responsibility than a graduate assistant. Tuition, registration, and Higher Education Resources fees are remitted.

The graduate assistant and teaching fellow are primarily students and secondly employees. The services provided should contribute to the professional development of the student in his or her chosen field of study. Services or duties which cannot be defended on this basis should be performed by employees other than graduate assistants or teaching fellows. The graduate assistant and the teaching fellow nevertheless provide services which most usually fall into the area of faculty effort. The appropriate participation of graduate students, and therefore graduate assistants and teaching fellows, in the affairs of Student Government at WVU is a matter of concern to all elected student representatives. The University Senate, colleges, and departments can and should appoint graduate assistants and teaching fellows as well as graduate students holding no appointment to appropriate committees. Every student appointed as a graduate assistant or a teaching fellow is to be given a clear statement of the terms of appointment at the time it is offered. The statement should include the salary, the dates of appointment, the tuition and specified fees to be remitted, the general duties to be performed, the conditions of appointment renewal, and fringe benefits available.

Information on the capabilities and professional interests of prospective assistants is to be solicited as part of the application and appointment procedure, with a view to matching the student's background to the duties of the assistantship or teaching fellowship.

Each college and department must adopt a specific program of training for graduate teaching assistants and teaching fellows and will provide adequate faculty supervision and assistance during periods of service. Criteria for evaluating performance will be made clear to all assistants and teaching fellows especially as such criteria apply to renewal of appointments.

The Senate Committee on Faculty Welfare, the Senate Committee on Instruction, and the Graduate Faculty are charged with the responsibility of continual renewal of the role of the graduate assistant.

No graduate assistant shall have major responsibility for design and/or operation of any course nor will a graduate assistant carry official responsibility for assigning grades in a course of instruction.

## SELECTION AND APPOINTMENT

Faculty selection procedures are designed to apply the best possible professional judgment in the identification, recruitment, and appointment of new faculty members. While requiring maximum good-faith efforts to identify and appoint members of minority groups and women to faculty positions, the University's Equal Employment Opportunity and Affirmative Action Plan requires that recruiting be open and that documented efforts must be made to bring notices of vacancies to the attention of minority and women's professional associations and other such groups that may provide names of qualified minority and women applicants.

Most departments carry on recruiting activities continuously and maintain a pool of qualified candidates. The dean of the college or school, after reviewing professional qualifications and affirmative action documentation, recommends the appointment to the President. All candidates for appointment to senior faculty ranks (associate and full professorships) are interviewed by the President and/or the Provosts.

Generally, agreements as to responsibilities, salary etc., are made between the candidate and the department chairperson and/or the dean. Appointments are made official by the processing of Personnel Action Forms and by a letter of appointment signed by the President that constitutes the faculty member's contract.

Appointments to chairmanships and deanships are made by the President generally after receiving recommendations from a faculty-student search committee appointed by the President or by the dean with the approval of the President. Administrative appointments are held at the will and pleasure of the President and may be terminated at any time. Although department chairpersons may serve an unlimited term, Board of Regents' policy requires that the department and the chairperson be reviewed at intervals of not less than five years to consider the advisability of continuing the appointment of the chairperson.

Formal Board policies, with respect to the appointment of faculty members, are contained in Board of Regents' Policy Bulletin No. 36 dated June 11, 1974. All faculty members appointed on or after July 1, 1974, are subject to all of the provisions of this Policy Bulletin. Faculty members appointed before July 1, 1974, unless they have previously elected in writing to be covered by Policy Bulletin No. 36, are, with respect to policies relating to qualifications, contracts, and tenure status, governed by policy statements of the former WVU Board of Governors. Copies of these policies may be obtained from your dean or the President's Office. In case of any inconsistency between the general

statements made in this section and the above described policies, the applicable policy will govern.

## ACADEMIC FREEDOM AND TENURE

The Regents' policy on academic freedom is contained in Appendix B. For authoritative guidance in this matter, faculty members should consult this document. All faculty members are subject to the academic freedom provisions of Board of Regents' Policy Bulletin No. 36, dated June 11, 1974.

## OATH TAKEN UPON APPOINTMENT

Upon appointment, all faculty of the University are required by state law to subscribe to the following oath before they can be paid:

> *I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of West Virginia, and that I will faithfully discharge, according to the best of my ability, the duties of the position or positions to which I am now assigned or to which I may be assigned at West Virginia University.*

## PROMOTIONS

The University norms which are expected of faculty members and are used as criteria for promotion and the awarding of tenure are that the faculty member must (1) demonstrate continuing professional development in ways appropriate to his/her discipline and (2) normally exhibit outstanding competence in two of the three major functions of the University which are instruction, research, and public service, which WVU defines as those activities which are non-credit and educational in nature, within the professional field of the faculty member, and performed as a WVU faculty member.

The criteria for evaluating instruction include effective classroom performance; development and/or revision of courses and/or curriculum; development of new or modified form of instruction adopted to course material and students; effective work on graduate committees and/or directing students' research; and effective student advising. Each discipline has its own characteristic modes of research. Normally, research performance is based on identification of sound research topics; the use of sound research design; completion of research

and publication of results; effective work as a member of a research team; and demonstrated growth in scope and complexity of research competence. The criteria for evaluating public service activities include the development of or participation in University-sponsored conferences, workshops, etc.; the development and/or participation in Continuing Education Unit programs; participation in public meetings as a speaker or panelist within the faculty member's professional field; participation in radio and television production; and advising public service bodies.

Seniority, as such, is not a criterion for promotion. Nevertheless, as a rule, an interval of at least three to five years should elapse between promotions so that there is due time for the faculty member, however gifted and productive, to exhibit his/her capabilities.

The criteria for promotion are not and cannot be uniformly applied to all cases in all colleges and schools, but must be appropriately evaluated to take account of the differing programs, missions and expectations of the faculty peculiar to each, and of the individual's assignment. Further, within the various ranks, there must be differential evaluation; clearly, research, publication, and creative work will count more heavily than other criteria in promotions to full professorships because professors typically have greater responsibility for the training and supervision of graduate students.

Despite these divergences, however, deans are required to be guided in the procedures for recommending promotions by two additional considerations: that no faculty member should have grounds to complain of arbitrary or capricious rejection of his claim for promotion; and the promotion to the rank of associate professor and/or a grant of tenure places strict obligation on the University, and hence should not be made without careful review including evaluation by peer groups.

Promotion to the ranks of associate professor and professor normally requires the attainment of a terminal degree. Faculty may be granted tenure at the level of assistant professor, but only rarely and then for unusual reason.

In recognition of the fact that rules for faculty selection and promotion have indeed changed over the years, promotion to the rank of associate professor may be recommended for faculty members who have clearly demonstrated years of outstanding service to the University, even though their promotion might not be indicated under the criteria now employed for promotion of faculty members. Such promotion is not to be recommended if the faculty member is a candidate for an advanced degree at WVU or elsewhere.

## SALARIES

The University has neither a fixed, uniform scale of faculty salaries among academic ranks, nor fixed incremental steps by which salaries are augmented according to years of service within ranks.

After guidelines have been issued by the President to each academic officer covering the allocation for salaries and specifying any general University policies for a particular year (for example, the need for special attention to senior ranks, or to anomalies among salaries of new and continuing faculty of equivalent merit, or to special recognition of distinguished teaching), deans and department chairpersons make their recommendations to the President's Office on salary increments for each member of the faculty, taking into account essentially the same merit criteria and evidences as those applying to promotion. However, special attention in the evaluation for salary adjustments is paid to current performance and to evidence of recent progress. In this evaluation, as in that for promotions, merit criteria are considered somewhat differently within each college and school and within each faculty rank. There is no University-wide practice of preparing annually a formal rating report (analogous to that of the civil service) on each faculty member.

In conference with the deans and others concerned, the President's Office reconciles the differing recommendations on increases. The resulting recommendations are forwarded in the draft budget for the ensuing year for the President's final decision and for confirmation by the Board of Regents.

## RETIREMENT

All faculty and administrative officers retire at the conclusion of the academic year or fiscal year contract period during which they reach their 65th birthdays and in no event later than the June 30 which coincides with or is next after their 65th birthdays.

Should the President determine that unusual and extenuating circumstances exist whereby the loss of services of a teaching faculty member would seriously weaken or harm the instructional function of the institution, the President may petition the Board of Regents and the State Teachers Retirement Board to continue the employment of the faculty member on a year-to-year basis beyond the established retirement date. The Board of Regents will consider and act upon such requests provided:

- The petition, with detailed justification of the circumstances involved, is received by the Board not less than four months before the established date of retirement of the individual.

- The total number of yearly extensions granted for an individual shall not exceed two.
- Any extension granted by the Board of Regents and the State Teachers Retirement Board of an individual eligible to receive retirement benefits from the State Teachers Retirement System shall be subject to approval by the State Teachers Retirement Board.

If the West Virginia Board of Regents and the State Teachers Retirement Board authorize a faculty member to teach after age 65, he or she is limited to teaching six semester hours without loss of retirement income under Retirement Board policies. Non-teaching employees may work one-half the hours (or less) normally required for their jobs and receive one-half the pay (or less) normally received without losing retirement income. These policies are subject to change so you should consult the WVU Benefits Office for the latest interpretations.

## CONTRACTUAL TERMS AND DUTIES

Full-time faculty members have agreed to devote their full working time, on a normal working week basis, to the performance of the services they have contracted to perform for the University, according to their agreed nine-month, ten-month, or twelve-month pay bases. Full-time duties extend throughout the pay-base term across any no-class, student vacation periods which may occur during the pay-base term. A twelve-month appointment of a faculty member includes one month of vacation.

There is no uniform definition of faculty duties and the time to be expended on them, which can be regarded as describing the full-time service for which the University contracts with faculty members. However, the University expects faculty members to be involved in at least two and preferably all of the three areas of primary University concern. Instructional load and preparation, advising duties, graduate supervision, research and scholarly productivity, University and public service, clinical and field service, and off-campus work all enter in varying proportions into the patterns of full-time service appropriate to different colleges and schools and their departments. Essentially, full-time service is a matter for determination among the dean, the chairperson, and the faculty member concerned.

## CONSULTING

While consulting by faculty is desirable, it should not interfere with full-time duties. Extra compensation for extra service to the University by

full-time faculty and staff is permitted only as provided in the "conflict of interest" statement on page 2/10.

Nominally, one working day per six-day week may be used for consulting for organizations other than the University; provided such work (1) contributes to the objectives of the University in faculty growth or off-campus service; (2) is reported to the faculty member's dean or director; and (3) an accounting of such work is maintained by the dean or director to the end that the contracted full-time service of the faculty or staff member is rendered to the University. It should be noted that this policy does not establish a short work week.

In-house consulting or service can be arranged when the needed service requires competencies which do not exist in the particular unit requiring the services. Such in-house work can be met through (1) joint appointment, (2) transfer to funds from one unit to another, or (3) in very unusual circumstances by compensation above the contracted stipend (see "conflict of interest").

For operational purposes, and **only in exceptional arrangements**, it is the practice of WVU to use its own staff for consulting on its own projects, whether supported by WVU or by a sponsoring agency, and then only as can be provided under the general policy described above.

Administrative approval to allow in-house services, above those which are normally contracted, must be given **before** making commitments to the individual who will provide the service. Administrative approval can be obtained by a request from the dean or director to the President's Office stating the justification for the exception, and the terms and conditions of the services to be performed.

Exceptions may be justified when the following three tests are met: (1) needed consulting services either cannot be anticipated in advance so as to be provided as a regular duty of a person in that unit, or cannot be provided by an arrangement with another operating unit; (2) the consulting service to be provided is an activity of the individual which is clearly in addition to the individual's expected department duties; and (3) consulting services rendered in-house are considered part of the total amount of consulting time available under the general policy, but in no instance is internal consulting service to exceed 50 percent of a person's total consulting time allowed during any given academic term.

Consulting on projects sponsored by public or private agencies should follow the intent of the U. S. Department of Health, Education and Welfare (HEW), expressed in chapters 1-45 of its manual. Under that policy, it is the duty of WVU to provide assurance to HEW that it is complying with HEW policy.

Although that policy does not strictly apply to any sponsor other than HEW agencies, it does provide three general guides which WVU will apply whenever consultant services are proposed for any sponsored project:

- There should be evidence that the services of the consultant needed cannot be met by direct salaries provided under the grant.
- There should be evidence that a selection process has been employed to secure the most qualified individual available, considering the nature and extent of services to be required.
- There should be evidence that the fee is appropriate considering the qualification of the consultant, the consultant's normal charges, and the nature of the services to be provided.

To implement these assurances, approval for consulting services should be initiated by the principal investigator or project director with appropriate approvals obtained before commitment for consulting services is made to the individual.

WVU personnel engaged to perform consulting services on a sponsored project are subject to the general University policy on internal consulting and to the guidelines stated in this policy.

## SUMMER SESSIONS

As University need requires, but not as a matter of right, members of the faculty on nine-month contract may be employed to teach in the Summer Session. Compensation for summer teaching is generally paid at the rate of 1/36 of the nine-month base salary for each credit hour taught. (Example – base salary: $9,000; summer credit load: 6 hours; Summer Session salary: 1/6 x $9,000 - $1,500.)

## OFF-CAMPUS, EVENING, WORKSHOP, INSTITUTE INSTRUCTION

University policy provides for such instruction within the framework of the faculty member's contractual duties to the University. Travel and other expenses will be reimbursed according to state regulations.

## OCCASIONAL PUBLIC LECTURES, WRITING, ETC.

Occasional public lectures, writing and editorial assignments, television and radio appearances, private tutoring, temporary advising services to public and

private agencies, and the like: the time devoted to such activities and the compensation, if any, to be derived from them are left to the discretion of the individual faculty member, except that the faculty member may not tutor for compensation students in the faculty member's own classes or for whose grades the faculty member is responsible.

## TEACHING AT OTHER INSTITUTIONS

As a rule, a full-time faculty member may not accept part-time instructional assignments at other institutions, and in no case may the faculty member do so without approval of the faculty member's dean. Such teaching follows the general policies on consulting work.

## CONFLICT OF INTEREST

It will be deemed a conflict of interest for any full-time employee of the University, or for a corporation or association of which such an employee, or his or her spouse, or child under 21 years of age, or any combination thereof, who owns or own a majority of the stock or interest, to furnish to the University any goods, services or any other thing, and to receive therefore any remuneration other than the employee's contracted salary or wages; except that nothing in the statement of this policy is to be construed to apply to (1) any work written, or thing invented, by such an employee; (2) services performed by such an employee within the University's consulting time policy where the funds to pay for such services are supplied to the University through a grant from, or a contract or other arrangement with, some outside agency; or (3) sale of blood to the University by such an employee where it is to the advantage of the University to make such a purchase.

Conduct by an employee constituting such a conflict-of-interest shall be deemed grounds for suspension, or dismissal from employment for cause.

(By the above-stated policy, made official on March 15, 1969, the University carries out the provisions of Section 9, Article 12, of the Constitution of West Virginia.)

With regard to government-sponsored research, the joint statement of the Council of the American Association of University Professors and the American Council on Education, "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities," has been approved by the Regents.

## TEMPORARY ABSENCES

Faculty members are to inform their chairperson or dean, as appropriate, well in advance of any expected or planned absence from duty at times other than normal vacation and holiday periods. In cases of sudden illness or other unanticipated misfortunes, the department chairperson or dean is to be informed as soon as possible so that arrangements can be made for substitute instruction. In no circumstances are faculty members to dismiss regularly scheduled class meetings without first informing the department chairperson of their intention and reasons for doing so.

## VACATION AND LEAVE

Employees of the State Board of Regents earn annual leave based on their level of position, responsibility, service, and other factors. Major administrators and faculty with 12-month contracts are eligible for 22 days leave per year, calculated at the rate of 1.83 days per month from the date of employment. Junior administrators are eligible for 15 days leave per year, calculated at the rate of 1.25 days per month from the date of employment until the end of the 14th year of service. At the beginning of the 15th year of service, they are eligible for 22 days leave per year. Faculty with 9-month contracts are not eligible for annual leave.

Annual leave is not granted emergency or short-term employees or students employed on a part-time basis. A holiday occurring during an employee's leave period is not considered a day of leave. Accumulated annual leave for employees may be extended beyond that earned during a period of one year by written approval of the President, but in no case shall it exceed twice the amount earned in any year. Any employee is entitled to accumulated leave at termination of service, but in no case may this exceed twice the amount earned in any year.

Calculation of annual leave is based on years of service under the Regents regardless of the location of the employee's work; however, accumulated leave cannot be transferred to a new institution without consent of the administrator of the new institution. Annual leave is arranged to fit operating schedules with consideration given to an employee's request. Leave may not be taken before it is earned. In the event of an employee's death, accumulated leave will be credited to the employee's heirs or estate.

### Jury and Court Witness Leave

When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

When attendance in a court is in connection with an employee's usual offical duties, time required in going and returning shall not be considered as absence from duty.

When an employee serves upon a jury, or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

When an employee is summoned for appearance on the jury panel or as a witness, the regular leave request form should be filed which provides for jury or witness leave.

If on any day, the jury or witness duty consumes less than one-half of the regularly scheduled workday, the employee will be expected to return to work when released by the court or other authority.

### Military Leave

An employee who is a member of the National Guard, or any Reserve Component of the Armed Forces of the United States is entitled to leave of absence without loss of pay, status, or experience, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum of 30 days in any one calendar year. An employee is required to submit an order or statement in writing from the appropriate military officer in support of a request for military leave.

### Leave of Absence Without Pay

A full-time faculty member, upon application in writing and upon written approval of the President, may be granted a continuous leave of absence without pay for a period of time not to exceed one year provided, if granted because of illness, all accumulated leave has been used.

At the expiration of such leave, the faculty member shall be reinstated without loss of status unless the position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload. Failure of the employee to report promptly at the expiration of such leave, except for satisfactory reasons submitted in advance, is cause for termination of employment.

A complete leave record is maintained by the University. At all times this record shows accrued leave as well as leave that has been used.

No written sick leave with pay policy exists covering any form of temporary disabilities or illness. Leave is granted on an individual basis.

**Sabbatical Leave**

Any person holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time employment. After completing a sabbatical leave a faculty member shall not again be eligible until the seventh subsequent year. Sabbatical leave may be granted so that a faculty member may engage in research, writing, study, or other activity calculated to improve the faculty member's usefulness to the University. The awarding of sabbatical leave is not automatic but shall depend on the merits of the request and on conditions prevailing at the time. Sabbatical leave recommendations will be presented by the President to the Board of Regents for approval. A faculty member on sabbatical leave shall receive full salary for one semester of 4 1/2 months or half salary for two semesters totaling 9 months. If a faculty member's salary is not paid wholly from state funds allocated by the Board of Regents, the President shall so inform the Board and justify the recommendation for a sabbatical under such circumstances.

An applicant for a sabbatical leave shall submit to the President in writing a detailed plan of activity which the applicant proposes to follow. In accepting a sabbatical leave, a faculty member shall sign a statement indicating that the faculty member is aware of and agrees to all conditions of the leave, including the repayment provision (see below). While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or his designated representative. Fellowships, assistantships, and similar institutional stipends shall not be considered remunerative employment. Upon return from a sabbatical leave, a faculty member shall file with the President a written report of the faculty member's scholarly activities while on leave. Upon completing a sabbatical leave, the faculty member shall return to the University for three years, or repay the compensation received by the faculty member during the leave, as required by state law. If the faculty member returns for a period of less than three years, the repayment shall be prorated accordingly.

## PERSONNEL FILE

Every faculty member is requested to submit each year a supplement to the faculty member's personnel file—reporting advanced study completed, travel, publications, research, and special projects completed or in progress, courses

newly organized or revised, and participation in professional and public service activities. This file of faculty service, which is maintained by the department chairperson or dean, is the major source of evidence for decisions on promotions and faculty salary adjustments.

## REPORTS

Each faculty member who has students enrolled for course credit must submit a Grade Report to the Dean of Admissions and Records within 48 hours after the final examination. When no final examination is to be given, the grade must be presented no later than 48 hours after the end of the final examination period.

Every faculty member is required to submit an Effort Report, which is supplied by the Office of Institutional Research.

University self-studies require from time to time that faculty members submit additional information. An example of such a request is to provide information for college accrediting associations.

## CANDIDACIES FOR ELECTIVE OFFICE

It is University policy to permit members of the University faculty to run for and serve in elective public office at the municipal, county, state, and federal levels. It is also policy that, except as hereinafter provided, such members of the University faculty who do run or serve in public office, where such offices are obtained in partisan elective procedures, shall do so only after disassociating themselves from the University, on a temporary basis, through obtaining leave of absence without compensation.

In the case of elective offices at the municipal or county governmental level where such offices by their nature and by law require only part-time attention by the holders thereof, whether such offices are obtained through partisan or nonpartisan elective procedures, members of the University faculty will be permitted to run for and serve in such offices without adjustment or prejudice to their positions in the University and without first obtaining leaves of absence; provided that, before the announcement of such candidacies, the approval of the President is first obtained for the arrangements made by the candidates and their department chairperson concerning the proper performance of the candidates' responsibility to the University.

In the cases of all other elective public offices where such offices are obtained through partisan elective procedures, whether they be full-time municipal or county offices or full-time or part-time state or federal offices, members of the University staff may be candidates, and participate as such candidates in election campaigns, whether primary or general elections, for such offices only after first obtaining leaves of absence, without compensation, from the University.

Application for such leaves of absence is to be made, with the approval of the President, to the Board of Regents. The application must be made and leave of absence obtained before the announcement of the candidacy for office by a member of the University faculty. Such leave of absence is to commence at the beginning of the semester during which the election, whether primary or general, for the office sought will take place. If leave is granted and the candidate is unsuccessful in a bid for election, either as nominee or to the office sought, the faculty member may be reinstated, without prejudice, in the faculty member's position as a member of the University staff at the beginning of the next regular semester following an unsuccessful campaign. If the leave is granted and the candidate is successful in a bid for election to such office, the President will review such leave and recommend to the Regents extension or termination, as soon as practicable after the faculty member's election to office and annually thereafter during the term of office, taking into account the effect of an extended leave of absence on the academic needs and programs of the University. Upon termination of service in such office, a member of the University faculty may be reinstated, without prejudice, in the faculty member's position at the beginning of the next regular semester following termination of service in such office.

## EMPLOYEE IDENTIFICATION CARD

Your dean each year will issue you a WVU Employee Identification Card.

# PART 3 PAYMENT / BENEFITS

## PAYMENT

The pay period of a nine-month contract for teaching personnel is from August 16 through May 15. These salaries are paid in ten installments. Payment is made on the first working day of the month following the month's service. Paychecks are usually collected by each department from the dean's office and distributed by the department on or about the first of the month. An effort is made to have December paychecks distributed before January 1.

For the Summer Session, salaries are paid at the end of each month.

### Forms to Be Filed

No salary payments can be made until approved personnel forms have been filed in the University Budget Office. In addition, a Personal Data Memorandum must accompany all appointments for faculty and senior administrative officers. The Payroll Office is required to see the Social Security Card or a photocopy of it in order to record the number and name of the employee. A withholding tax form (W-4 or W-4E) is to be completed as new employees are processed through the Payroll Office.

### Deductions

Payroll deductions are made for federal and state withholding taxes, payments to the State Teachers Retirement System, Social Security, supplemental retirement plan (TIAA/CREF), basic and major medical insurance plans, accidental death and dismemberment insurance, disability insurance, payments on individual loans from the Teachers Retirement Fund, and voluntary purchases of U.S. Savings Bonds.

Information regarding automatic deductions (for example, federal and state income tax) and non-automatic deductions (for example, U. S. Savings Bonds) may be obtained from the Payroll Office and the Benefits Office.

Beginning on July 1 of each year, 6 percent of the total salary of each payroll period is deducted for all members of the Teachers Retirement System, and for employees electing to participate in the TIAA/CREF program. (This includes all regular full-time employees whose salary comes from state funds.) Except in the case of visiting faculty, these deductions are made from Summer

Session salaries. In the case of some employees, when a total of $288 has been deducted for Teachers Retirement, no more deductions are made for that purpose until the following July if employees also participate in TIAA/CREF. Deductions for Social Security are handled in the same way beginning January 1 with a different percentage and base.

In group insurance programs with fixed monthly rates, the deductions are redistributed over nine months instead of twelve for persons employed on a nine-month basis.

#### Earnings Statements

Each month's pay is accompanied by an earnings statement which shows the gross pay and the itemized deductions and net pay for the month. In the case of employees whose pay comes regularly from more than one budget unit, all the pay is consolidated on one earnings statement and on one check.

#### Mistakes

Any mistake in the amount of pay received, in the name, or in deductions, should be reported immediately to their chairpersons by the individuals affected.

#### Changes of Name, Address, Dependents, or Beneficiaries

If your home address changes, immediately notify your chairperson who will provide you with a special form for this purpose. Updating your address is necessary in order to insure that your **W-2 Wage and Tax Statement** and other important University mail reaches you on time.

For change in beneficiaries, contact the Benefits Office. For change in dependents (exemptions), contact the Payroll Office.

#### Delayed Pay Plan

Faculty who teach nine months have the option of spreading their pay over a 12-month period under a program sponsored by the WVU chapter of the American Association of University Professors (AAUP), in cooperation with the First National Bank and the Farmers' and Merchants' Bank. Deposits earn interest in a trust investment account. Those who want to participate should contact the AAUP chapter president as early as possible at the beginning of the academic year. The University cannot withhold from faculty salaries for later payment because West Virginia law requires all state employees to be paid "on

or about the end of the month in which services are rendered." The law also requires that University appropriations, which are unexpended at the end of the fiscal year, must revert to the state treasury as general funds.

## TRAVEL

Any travel for which expenses are to be claimed from the University or the WVU Foundation, Inc., must be approved in advance of the trip by your chairperson and authorized by your dean. In-state travel requires prior approval of only your department or division chairperson and dean–except for trips to The Greenbrier Hotel in White Sulphur Springs, W. Va., which require prior approval of the Governor's Office.

Out-of-state travel requisitions, as well as requests for trips to The Greenbrier, must be sent to the WVU Comptroller's Office for processing no less than three weeks (21 days) in advance of your anticipated trip.

Faculty must pay their own expenses and claim reimbursement by submitting detailed expense accounts. All expense accounts, which must be submitted within 10 days after your trip has been made, must show the purpose of your trip and places where expenditures were made. Your chairperson or dean's office will tell you how to fill out the expense account forms. These are state policies governing reimbursement for travel expenses.

### Transportation

Transportation may be by public conveyance, University Motor Pool vehicle, or privately owned vehicle, whichever is most efficient and economical to the state. The expense of transportation will be reimbursed only for the cost of travel between Morgantown and the place or places to which travel has been authorized. Expenses for returning to Morgantown over a weekend or holiday will not be reimbursed unless the expense is no greater than would have been incurred if the person had remained in the field.

### Reimbursement

Reimbursement is made on the following basis:

**Common Carrier or Cost of Ticket.** (First class is not the most economical way to travel.)

**WVU Motor Pool Vehicle.** Cost of parking, overnight storage, ferry charges, toll bridge, and toll highway, provided these charges are substantiated by receipts. Each Motor Pool vehicle carries credit cards to be used **only for the purchase of gas and oil.**

**Privately Owned Vehicle.** Maximum mileage allowance for use of a private car engaged in state business is 11 cents per mile, which is intended to cover costs of parking and overnight storage as well as gas, oil, and overhead. If more than one person travels in a private car and the resulting expense is less than would be required for transportation by commercial airline, necessary garage or storage fees may be claimed for reimbursement. Toll bridge or toll highway charges may be reimbursed as a separate item. Receipts are required.

Reimbursement for travel to and from a destination outside the state (mileage, motel, and meals en route) will not be made in excess of the fare on commercial airlines.

#### Subsistence Expenses

Lodging is reimbursed only to the extent of the actual hotel bill (excluding extra charge for radio, television, laundry, and valet services). Receipts for the amounts paid for hotel rooms must be submitted with the original expense account. Reimbursement for hotel expenses for spouse will not be made; in cases of double occupancy, reimbursement will be made on the basis of single occupancy rate, not to exceed 80 percent of actual room cost.

#### Meals

Reimbursement will be made for actual cost of meals while absent, up to a maximum of $9.00 per day for travel within West Virginia, $15.00 per day for travel outside the state.

#### Tips and Gratuities

Reimbursement for tips and gratuities will not be allowed unless included in the maximum allowance for meals. Expenditures for laundry, valet service, insurance, entertainment, etc., are personal charges and will not be allowed.

#### Baggage

Necessary charges for the transfer and storage of baggage will be allowed for date of check-in and/or date of check-out provided the charge does not exceed 15 percent of the daily hotel room rate.

### Special Rule

Lodging at the Greenbrier Hotel at White Sulphur Springs will not be reimbursed without prior approval of the Governor. Such requests, in duplicate, should be addressed in advance to the Comptroller through the dean. The expense account submitted may not include gratuities in excess of 15 percent of the daily room rate.

### Conventions

Registration fees must be supported by receipts and will not be reimbursed in excess of $50.00 for each convention, unless prior authorization by the Governor has been requested and received.

### Maximum

In no case will reimbursement be made for total expenses (including registration fees) of out-of-state travel in excess of $45.00 per day, excluding mileage and transportation costs.

### Expense Accounts

In preparing expense accounts, all expenses for hotel bills and each meal must be listed and shown separately. Each employee traveling is required to submit a separate expense account.

## UNIVERSITY MOTOR POOL

The Motor Pool is located in the University Garage on the Mileground. Requests for vehicles should be filed as far in advance as possible. The University Motor Pool requisition and Intra-University work order or requisition and invoice must be completed and the appropriate dean's signature obtained before receiving a vehicle. In case of emergency, you may request a vehicle by phone and you must bring the requisition to the Motor Pool when you pick up the vehicle.

Users are asked to estimate departure and return times as carefully as possible. Failure to do so will cause inconvenience to others scheduled to use the car.

Drivers of Motor Pool vehicles must be University employees who possess an operator's license. The dean signing the requisition certifies to these conditions. You may be accompanied by guests or family members only when the dean approves such action as appropriate and so indicates on the requisition.

Credit cards for the purchase of gasoline and oil are provided in the glove compartment of the car. Tires, batteries, and other services may be purchased on these cards, but only in emergencies. Copies of all invoices for credit purchases must be presented to the Motor Pool when you return from your trip. If you need to pay cash for on-the-road service, obtain receipts and submit them to the Motor Pool for reimbursement.

There are no personnel to deliver motor vehicles. The person requesting the vehicle must arrange to pick up and return the car to the Motor Pool. No vehicle may be used to pull trailers and no luggage racks may be placed on top of vehicles without permission from the Motor Pool director.

In the event of an accident involving a Motor Pool vehicle, an accident report form (available from the Office of Parking, Transportation, and Mail Service) must be completed regardless of how slight the damage may be. The form must be returned to that Office within two working days of the accident. When the damage is estimated at more than $100, the accident also must be reported to the State Police.

Request for reimbursement of parking and toll road expenses must be made in the usual manner when expense accounts are submitted. Charges to University units for Motor Pool vehicles are: passenger cars—on a daily or trip basis, 10 cents per mile, minimum charge $8.00 per day; station wagons—on a daily or trip basis, 12 cents per mile, minimum charge of $10.00 per day; passenger cars—on a monthly rental basis, 10 cents per mile or $130 per month, whichever is greater; station wagons—on a monthly rental basis, 12 cents per mile or $150 per month, whichever is greater.

Operators of state-owned or leased motor vehicles are insured against public liability and property damage to the amount of $100,000 per person or $300,000 per accident for bodily injury and $25,000 property damage for each accident. All University employees also have Workmen's Compensation coverage.

State-owned automobiles cannot be used as personal transportation to and from work. When a state-owned automobile is used for a field trip and the driver leaves before or returns after office hours, the automobile may be kept at home overnight.

## ACCIDENT INSURANCE

Full-time and part-time regular employees may join a group accident insurance plan underwritten by Aetna Life & Casualty Company. The amount of coverage is limited to ten times your annual salary. For information about premiums and benefits, call the Benefits Office.

## ATHLETIC TICKETS

Full-time employees may buy one or two reserved-seat season tickets for WVU football and basketball games at half-price. The Department of Intercollegiate Athletics mails you applications in the spring and fall so that you may take advantage of the special rate. Applications should be returned as soon as possible and before the deadlines when regular rates go into effect.

## BLOOD DONOR PROGRAMS

University Hospital Blood Bank, upon receipt of one unit of blood per year, provides coverage throughout the U.S. for one year for the donor, spouse, unmarried and dependent children, and parents if they live with the employee. Appointments to donate blood may be made by calling 293-5089.

Employees also may participate in the American Red Cross Blood Program by contacting the Benefits Office, 293-5126 or 293-3723. On an average, you give one unit of blood every two years to receive coverage for yourself and your immediate family. Blood is donated at the Red Cross Bloodmobile which collects blood in Morgantown about six times a year.

## BOOK STORES

You receive a 5 percent discount on books purchased at University Book Stores.

## CHECK CASHING

Check-cashing service (sponsored by the WVU Foundation, Inc.) is available to employees, who must show their Employee Identification Card, at the Book Stores and Mountainlair.

## CULTURAL AND EDUCATIONAL PROGRAMS

Many concerts, plays, and other cultural events are offered at the Creative Arts Center (CAC) and in other University facilities. Art galleries are located in the CAC and Mountainlair. Information about events is provided in the *Daily Athenaeum*, the weekly Calendar of Events (distributed by the News Service), and through University news releases to local media.

Members of your family may enroll in evening and Saturday classes at the University. The CAC has a preparatory department for children and youth. Summer institutes also are conducted for high school youth by the CAC Division of Music and the School of Journalism. A nursery school is operated by the Division of Family Resources, College of Human Resources and Education. A summer sports camp for youth is sponsored by the Department of Intercollegiate Athletics.

Under a University program, eligible high school students are admitted as special undergraduate students in the College of Arts and Sciences. Students have the same advisers as other special students. To be considered for admission, a student must submit a high school transcript with a minimum grade-point average of 3.0 (4.0 is all A's), a letter indicating why he or she wants to attend WVU, and a letter of approval from the high school principal. Students in the program must commute to WVU or one of its field classrooms and may take no more than two courses per semester.

Other special facilities include the Core Arboretum on the Evansdale Campus, which includes three and a half miles of wooded trails; the WVU Forest, with an interpretive nature trail and other hiking trails, which is adjacent to Coopers Rock State Forest, 10 miles northeast of Morgantown on W. Va. 73 and U. S. 48; six WVU Agricultural Experiment Station farms in the Morgantown area that welcome visitors; an archaelogical and geological museum in White Hall, as well as a collection of coal miners' safety lamps in Room 112; a pharmacy museum (replica of a nineteenth-century drug store), and dental and medical collections in the Medical Center.

In neighboring Preston County, WVU operates the Terra Alta Biological Station near Cranesville Swamp Nature Sanctuary, which also is administered by WVU. And at Jackson's Mill, near Weston in Lewis County, is the State 4-H Camp, another WVU facility that includes the Jackson's Mill Museum featuring artifacts of the mid-nineteenth century, including Civil War relics.

## FARM PRODUCTS, LOGS, AND LAWN MOWERS

University farm products are sometimes available for sale to the public on a first-come, first-served basis. Fruits, berries, and tomatoes are sold throughout the summer at the Horticulture Farm on the Mileground. Contact the farm superintendent during the growing seasons. Meats occasionally are sold at the Meats Laboratory in the basement of the Agricultural Sciences Building.

Fireplace logs (cut and delivered) may be purchased from the student Forestry Club. Orders may be placed through the Division of Forestry.

Each spring the Student Branch of the American Society of Agricultural Engineers conducts a Lawn Mower Clinic, where mowers are cleaned, oiled, sharpened, tuned, etc. Pick up and delivery service is available. Contact the Department of Agricultural Engineering, 293-5031, for more information.

## HEALTH CARE

Faculty, but not members of their families, may use the University Health Service upon payment of a fee for each visit. You may make appointments (293-2311) to be seen between 8:30 a.m. and 5 p.m., including the noon hour, Monday through Friday (except from 12:30 to 1:30 p.m., Thursday). University-required physical examinations and care for work-related injuries are provided without charge.

You and your family may participate in the Pediatric Group and Family Practice programs at the Medical Center. The University Pharmacy in the Basic Sciences Building and University Hospital Emergency Room also may be used by employees and their families. And your private physician may refer you for specialized care to the Medical Center. Dental treatment is available through the Dental Clinic operated by the School of Dentistry. The Student Counseling Service offers limited service to employees.

## HOUSING

The University owns 354 efficiency, one, two and three-bedroom apartments which may be rented to faculty as temporary housing until they find other accommodations. The Housing Office rents these apartments on a month-to-month basis for a period up to one year at which time the agreement may be extended for one additional year if the apartments aren't needed for new faculty.

The Housing Office, 440 Medical Center Dr., also maintains contacts with landlords and real estate agents. Information about rental properties and houses for sale in the Morgantown area is kept at the Housing Office where faculty may consult with the Off-Campus Housing Adviser for assistance in finding housing.

## LOANS

On a very limited basis for emergencies only, the WVU Foundation, Inc. will make a salary advance if your paycheck is late and a loan for out-of-state travel on University business – both at the request of your dean who must describe the emergency.

**West Virginia State Teachers Retirement System** will loan you 50 percent of the amount that you have contributed to the System or a maximum of $3,000. An interest rate of 6 percent per annum is charged but these are add-on loans, which means the true annual interest rate is about twice that much. Repayments are automatically deducted from your paycheck over a period as long as 48 months. Contact the Benefits Office for more information.

The **Employees Federal Credit Union** (293-3402) and the **Extension Credit Union** (293-3231) make loans at reasonable interest rates and encourage savings. Only persons connected with the College of Agriculture and Forestry and the Cooperative Extension Service may join the Extension Credit Union. All other University employees are eligible to join the Employees Federal Credit Union, which offers three insurance plans in conjunction with its loans and deposits. Further information may be obtained from the president of each credit union.

## RECREATIONAL FACILITIES

Employees and their immediate families may use University recreational facilities only at specified times when children must be closely supervised by their parents. Employee Identification Cards must be shown upon request. The School of Physical Education, which also sponsors a special children's recreational program, can tell you what facilities are available at what times.

Facilities include a nine-hole golf course (season memberships are available); the Coliseum complex and Natatorium; Moore and Stansbury halls, Mountainlair, and Mountaineer Field on the Downtown Campus. Coliseum tennis courts may be reserved by calling 293-5223. For information about other Coliseum facilities, call 293-5106; Stansbury Hall, 293-5221; Mountainlair, 293-2206.

There is a faculty-staff intramural sports program in 10-15 sports each year including a bowling league. For more information, call 293-5221. Outdoor recreation equipment also can be rented at the Mountainlair Recreation Center, 293-2203.

Spouse identification cards, which enable husbands or wives of faculty to use University recreation facilities when unstructured activities are scheduled for students, faculty, and staff, may be obtained at the Recreation-Intramural Office in Stansbury Hall, Downtown Campus. You must apply in person and present your spouse's WVU Employee Identification Card as proof of University affiliation. If you can't apply in person, the faculty member must bring your driver's license or some other identification showing home address. For more information, call Extension 5221.

## UNEMPLOYMENT COMPENSATION

The University pays an average of about $62.00 a year per employee so that employees are covered under this federal-state program, which pays up to $107 a week to people who become unemployed through no fault of their own (payments depend on previous earnings). For more information about this program, contact the West Virginia Department of Employment Security, 106 High St., 292-7333.

## WEST VIRGINIA PUBLIC EMPLOYEES INSURANCE PLAN

This plan provides basic health insurance, major medical insurance, and $10,000 in life insurance for each participant. When you are employed, the Benefits Office gives you detailed information about your benefits under this plan. If you have any questions about the plan or how to file any claims under it, call the Benefits Office at 293-5126 or 293-3723.

WVU pays all of the premiums for full-time employees who have been enrolled in the plan for one year and 70 percent of the premiums for all new full-time employees during their first year of enrollment.

If both husband and wife are employees of the State of West Virginia, county boards of education, or the West Virginia Board of Regents, one of them may claim to be the dependent of the other under the family plan. However, only the one enrolled is entitled to the life insurance policy. Under the present plan, it is extremely advantageous for the spouse who isn't enrolled to take out an individual plan for one year.

**Basic Health Insurance** covers the cost of a semi-private hospital room for a maximum of 365 days; in-hospital expenses up to $1,825 in each calendar year including daily doctor visits, consultation fees, and anesthesia; 80 percent of all X-ray and laboratory expenses; maternity and obstetrical costs up to $500; reasonable charges for surgical services; emergency services to treat accidental injuries if treatment is sought within 24 hours of the accident.

**Major Medical Insurance** comes into play when a person (each member in family coverage) pays $100 in fees after her or his benefits are exhausted under Basic Health Insurance in each calendar year (the last three months of the prior year can be included with the first nine months of the present year to make a calendar year). After the $100 deductible has been paid, Major Medical Insurance pays 80 percent of all hospital, medical, and surgical fees and for all prescription drugs up to a lifetime maximum of $50,000.

**Life Insurance** totals $10,000 for each participant; $20,000 in case of accidental death; $5,000 for the loss of a body member such as an eye, foot, or hand. If you become totally disabled before age 60, this life insurance continues in force without any more premium payments.

### MORGANTOWN HOSPITAL SERVICE

This Blue Cross-Blue Shield Plan is available to part-time employees who work on a regular basis but aren't eligible for the West Virginia Public Employees Insurance Plan. Benefits include $25.00 a day for a hospital room and 100 percent of normal hospital charges for up to 70 days in participating hospitals.

### TIAA MAJOR MEDICAL INSURANCE

Teachers Insurance and Annuity Association (TIAA) limits this insurance to clearly defined University groups in which 75 percent of the members sign up. This plan, which has a limit of $50,000 per individual per year with a $100 deductible provision, pays 80 percent of covered services. The Benefits Office can tell you if you are eligible to participate and how this plan would benefit you.

### TIAA TOTAL DISABILITY INSURANCE PLAN

TIAA also limits this insurance to clearly defined University groups in which 75 percent of the members sign up. Under the plan, if an employee is 40

years of age and is paid $600 a month, the monthly premium would be $2.99. TIAA then would guarantee a monthly payment of $360 if the employee became totally disabled for any reason. The monthly payment—which would be reduced by any disability payments received from Social Security, Workmen's Compensation, or the State Teachers Retirement System—would begin on the first of the month after being disabled for six months and continue until the disability ended, age 65, or death. In no case would the TIAA monthly payment be less than $50.00. This plan contains a 3 percent inflation rider, which means that your premium and benefits are increased automatically. New employees who are eligible for this insurance may sign up after one year of service. If you don't sign up during this initial enrollment period, TIAA may ask you to submit a health statement when you do try to enroll. Contact the Benefits Office to find out if you are eligible to participate and for more details about this plan.

**RETIREMENT PLANS**

West Virginia University offers its employees a choice of two retirement plans—the West Virginia State Teachers Retirement System (STRS), or a combination of the Teachers Insurance and Annuity Association (TIAA) Plan and the College Retirement Equities Fund (CREF).

Under STRS, you contribute 6 percent of your wages. When you retire, your contributions—plus the interest earned—are matched by the State. The total amount is paid back to you under various options—for life or for life with benefits to your surviving spouse. The WVU Benefits Office will explain those options to you when you retire.

TIAA/CREF is a non-profit organization established by the Carnegie Foundation for the Advancement of Teaching. Under TIAA/CREF, you contribute 6 percent of your wages and this amount is matched each month by WVU. TIAA/CREF then invests those funds in bonds and mortgages (TIAA) or partly in bonds-mortgages and partly in stocks (CREF). You can choose to put all of your funds into TIAA or into CREF (with a limit of 75 percent in stocks). The WVU Benefits Office will explain these choices to you, as well as the TIAA/CREF options available when you retire.

Employees under the TIAA/CREF Plan can tax shelter their contributions, which means they don't pay federal or state income taxes on the 6 percent of wages earmarked for this retirement plan until they retire and usually are in a much lower tax bracket. Contact the Benefits Office to take advantage of this tax shelter provision.

Some employees are under both retirement plans. New employees, however, must choose either STRS or TIAA/CREF and present employees

cannot change their choice of plans. Your choice of a retirement plan, of course, is an important decision. The following information about the two plans may help you reach that decision in consultation with the Benefits Office.

TIAA/CREF can be transferred to 2,750 other educational institutions, mostly colleges and universities, throughout the nation. STRS credits can be transferred to educational systems in 22 other states and to other West Virginia institutions and agencies (the Benefits Office has a list of those states and agencies).

Under the TIAA/CREF Plan, WVU's matching contributions are made each month and thus are earning compound interest. This matching money also becomes yours if you leave WVU. Under STRS, the state's matching contribution is made only when you retire although it becomes vested (your future right to it is legally fixed) after 20 years of employment. If an employee dies before retirement, her or his contributions–plus accrued interest–are matched by the state and given to the heirs.

It costs money, of course, to administer retirement plans and so both STRS and TIAA/CREF charge you to help finance the cost of managing your retirement plan. The WVU Benefits Office can explain those charges and other features of both plans.

## SOCIAL SECURITY

WVU matches your contribution to Social Security, the federal program that provides retirement and disability benefits, health care for people 65 and older, income for your dependents if you die before retiring, and a small sum for funeral expenses. For detailed information about Social Security benefits, visit the Social Security Office at 9 South High St.

## SAFETY AND HEALTH / WORKMEN'S COMPENSATION

WVU is committed to maintaining a safe and healthy environment and to encouraging faculty, staff, students, and visitors to learn and use good safety and health practices. This program is implemented by the deans and directors and monitored by the Office of Environmental Health and Safety, which reports to the Provost for Health Sciences.

WVU pays an average of about $11.00 a year for each employee so that all University employees are under this State plan that covers on-the-job injuries or diseases. The West Virginia Workmen's Compensation Fund pays claims

involving medical, hospital, and related bills; disability; loss of body members such as an arm or leg; death and dependent benefits.

All injuries or diseases incurred while working–except those resulting from horseplay, drunkenness, or other forms of misconduct–are covered by Workmen's Compensation.

If you are injured on the job, you must submit a written report of the accident to your supervisor within 24 hours. All injuries must be reported. It is the supervisor's responsibility to have the proper State form completed and submitted immediately to the Comptroller's Office.

Any emergency case may be taken to University Hospital Emergency Room. The State Workmen's Compensation law provides that any injured employee shall have free choice of physician.

A faculty member injured on the job must report the accident immediately to the faculty member's department chairperson or dean, who must immediately fill out a "Certificate of Employer" and forward it to the Comptroller's Office to comply with the Workmen's Compensation Law. If the employee is injured on the job while under a faculty member's supervision, the faculty member must secure the proper report form, fill in the information regarding the accident, and take it to the Comptroller's Office. These forms are available in deans' offices, in some department offices, and in the Comptroller's Office.

Deans and directors also must report any occupational injuries or illnesses involving faculty and staff in their units within three days of the accident or illness to the Provost for Health Sciences.

## APPROXIMATE CASH VALUE OF YOUR MAJOR WVU BENEFITS

| Salary | $8,000 | $12,000 | $16,000 | $20,000 |
|---|---|---|---|---|
| Retirement | | | | |
| All STRS or all TIAA | $480 | $720 | $960 | $1,200 |
| Part STRS and part TIAA | | | | |
| Age | | | | |
| 30-34 | $448 | $648 | $848 | $1,048 |
| 35-44 | $480 | $720 | $960 | $1,200 |
| Over 45 | $528 | $828 | $1,128 | $1,428 |
| Social Security | $468 | $702 | $895 | $895 |
| Vacation (13 days, 12-month basis) | $398 | $598 | $802 | $999 |
| Holidays (11 days, 12-month basis) | $337 | $506 | $677 | $846 |
| Medical/Life Insurance (Family Plan after one year's service) | $590 | $590 | $590 | $590 |
| Workmen's Compensation (average) | $11 | $11 | $11 | $11 |
| Unemployment Compensation (average) | $62 | $62 | $62 | $62 |
| Total Cash Value (Retirement all STRS or TIAA) | $2,346 | $3,189 | $3,997 | $4,603 |
| Percent of Salary | 29.3 | 26.5 | 24.9 | 23.0 |

# PART 4 GRADUATE SCHOOL

The Graduate Faculty serves as the legislative body of the Graduate School. The Graduate Faculty sets the specific requirements and standards of quality for admission to candidacy for graduate degrees and for the award of graduate degrees. All regulations governing the Graduate School, such as determination of curricula, projects, majors, minors, admissions, credits, standards, thesis requirements, and similar matters, are formulated by the Dean of the Graduate School and the Graduate Faculty Executive Committee and are presented to the Graduate Faculty for its consideration and action.

## GRADUATE FACULTY MEMBERSHIP

Full members are entitled to full voting privileges and authorized to guide doctoral research. Associate members are authorized to guide master's thesis research but not doctoral research. They participate at meetings of the Graduate Faculty and share the same voting privileges.

Nominations for membership are ordinarily made by the immediate academic supervisor of the nominee, usually the department chairperson, on special Graduate School forms. These are reviewed by a special committee, which makes recommendations to the Graduate Faculty Executive Committee whose actions are reported by the Graduate School Dean. Criteria for appointment to the Graduate Faculty, as either a full or associate member, may be obtained from your department chairperson or dean. No candidate for a degree at WVU may be a graduate faculty member or associate member.

## FACULTY ENROLLED IN GRADUATE DEGREE PROGRAMS

No faculty member holding a professional rank in a program unit (department, division, interdisciplinary committee, etc.) may be admitted to a graduate degree program offered through that unit. Instructors in a program unit may be admitted to a graduate program offered through that unit but full-time instructors may hold appointments for not more than two years while so enrolled and one-half-time instructors may hold appointments for not more than four years while so enrolled.

**FACULTY ON GRADUATE DEGREE COMMITTEE OF RELATIVE**

No close relative shall be nominated, approved, or serve as a member of a graduate student's thesis, dissertation, or examining committee. Prospective nominations, possibly questionable under this regulation, should be brought to the attention of the Graduate School Dean before the nomination is made.

# PART 5 OFF-CAMPUS EDUCATION

Off-Campus credit instruction is administered through the Division of Off-Campus Credit and Continuing Education of the Center for Extension and Continuing Education in conjunction with the dean of the Graduate School and the deans of WVU colleges and schools. The University has five off-campus graduate centers, located at Jackson's Mill State 4-H Camp, Parkersburg Community College, Potomac State College, Shepherd College, and West Liberty State College. Each of these centers has a coordinator. The University Extension Office in each county also is used as a center for registration and graduate student counseling. Participation of faculty members as teachers in off-campus credit programs is arranged as part of their regular full-time work load.

## FACULTY

Faculty are authorized to teach off-campus graduate courses when they have been approved by their department chairperson, their deans, and the University Graduate Faculty. The performance of nonresident, off-campus faculty members must be reviewed every three years and they must be reapproved by this process.

Assignments are made according to the following priorities: (1) regular on-campus faculty members; (2) regularly employed faculty members of other institutions; and (3) other qualified personnel.

## CREDITS

Every provision shall be made to insure that the quality of off-campus classes for credit is commensurate with the quality of those offered on campus. Furthermore, the policies for such credit work are to be compatible with standards and policies of the North Central Association and the accrediting agencies for the professions.

## CLASSES AND LOCATIONS

The published schedule of off-campus classes for credit is reviewed and approved by the appropriate dean, the dean of the Graduate School, and the dean of the Center for Extension and Continuing Education.

## EXAMINATIONS, STUDENT EVALUATION, COURSE OUTLINE

Copies of all major examinations, or evidence of the alternative methods used for evaluating students, and a current copy of the course outline, or such material as specifically required by a unit's accrediting agency, are to be placed on file with the dean of the sponsoring academic unit.

## TRAVEL EXPENSES

Reimbursement for expenses connected with the teaching of off-campus courses is handled through the Center for Extension and Continuing Education.

# PART 6 RESEARCH

## RESEARCH

Where appropriate to their professional advancement and the development of the instructional program, faculty members are encouraged to undertake projects funded from non-University sources. Recipients of such support who are on nine-month contracts may be fully employed and compensated from grant sources in the summer months. Recipients on twelve-month contracts and, during regular semester, recipients on nine-month contracts, are permitted to undertake such research by an appropriate adjustment of their contractual duties to the University, but salary increments from grants or contracts funds are not permitted.

## CLASSIFIED RESEARCH

West Virginia University does not engage in classified research projects because the University is committed to maintain a spirit of free and open inquiry.

## COPYRIGHTS

The federal copyright law governs use of copyrighted materials. You must obtain written permission to use such materials, although "fair use" is permitted on the ground that it is reasonable and customary. What is fair use will depend on the circumstances of each particular case and a court may have to make that determination in a doubtful case.

For assistance in obtaining a copyright, contact the University Editor in the Communications Building.

## GRANTS AND CONTRACTS

Information on the objectives and application procedures for grants and contracts may be obtained from the Office of Grants and Contracts, Purinton House, which maintains a current file on information from federal and private agencies.

Except for institutional grants, proposals normally originate with and are drafted by the investigator according to the format required by the agency concerned. The proposal is to be approved by the department chairperson and the dean of the investigator's unit before submission to the President's Office for final approval and submission to the funding agency.

It is the strict policy of the University that all first approaches, whether formal or informal, by individual staff members to sponsoring agencies must first be cleared with the dean of the college or school and, when the dean thinks necessary, with the President's Office.

It is a legal requirement that all grants and contracts be drawn to show the West Virginia Board of Regents as the contracting party. This can be properly shown as follows:

West Virginia Board of Regents
on behalf of West Virginia University

All grant and contract applications must be signed by the WVU President or by an authorized agent of the Board of Regents. This determination will be made by the President's Office.

Research and training projects must be consistent with the broad educational, research, and scholarly goals of the University, must not entail commitments which the University is not in a legal or budgetary position to fulfill, and must not reduce the University's ability to meet its instructional obligations.

**Policies and Procedures Manual: Grants and Contracts** contains detailed information for preparation of proposals and administration of grants and contracts. A copy of the manual is on file with each dean and is updated as changes occur.

Investigators are encouraged to seek assistance from the Office of Grants and Contracts in the development stages of the proposal regarding such matters as form, content, agency requirements, and budgetary provisions.

## UNIVERSITY SENATE RESEARCH GRANTS

These are financed with funds other than state appropriations to help stimulate faculty research and creative scholarship. They are recommended by the Senate Committee on Research, Research Grants, and Publications. Deadline for submitting applications is generally about January 15. Forms may be obtained from the Office of Grants and Contracts, Purinton House.

No upper or lower limits for grants have been set, but a typical grant has been about $1,000. The committee will consider support for faculty salaries

only during the summer and then on a limited basis, usually no more than one-sixth of the previous academic year's salary.

Support is available to initiate, continue, or complete projects. Research that can be supported through some other source will not normally be supported and under no circumstances can there be duplication of grants by this and other funds; thus applicants should not request aid for a project which is under application elsewhere. The committee favors areas where aid from other sources is difficult to obtain. Preference usually will be given to members new in the field of research. Projects from which income is accrued, such as the preparation of books or manuals, are normally not eligible for grants. At the termination of a project, a brief report shall be prepared outlining the accomplishments and future promise of the research. This report shall be filed with President's Office on the form provided at the time the grant is terminated.

**HUMAN SUBJECTS**

The University Committee on Research Involving Human Subjects provides direction in assuring the rights of individuals serving as research subjects. Two tasks are involved in this effort: (1) to establish and maintain a set of guiding principles which will elicit the highest professional standards in dealings with subjects, and (2) to independently review projects which involve human subjects in order to provide assurances that proper standards are met and procedures do not infringe upon the safety, health, and welfare of the subjects.

Guidance for ethical practices and standards can be found in the following well-known codes, which express principles serving human subjects research: the Nuremberg Code, the Declaration of Helsinki, the American Medical Association Code, the American Psychological Association, and the Royal College of Physicians Code.

The investigator using human subjects must assume the basic responsibility for protection of the subjects. The investigator must make a full disclosure of the risks undertaken by the subject and obtain informed consent from the subject as a volunteer in the research endeavor. The general plan for fulfilling the University's obligations is: the investigator shall obtain approval from the University Committee before the use of human subjects in the study; the investigator shall maintain necessary records of informed consent and shall maintain proper protection of confidential information obtained from the subject; the committee shall conduct a periodic review of the protocol with concern for changes in procedures or previously undiscovered risks to subjects.

The obligation to protect human subjects pertains to all studies conducted under the auspices of West Virginia University, regardless of the source of funds

supporting the studies. The obligation applies to any member of the University faculty and staff, as well as any students conducting studies as part of their academic or professional training. In the cases of students (including interns and residents), the supervising faculty or staff member giving direction to the study is responsible for seeing that the study is submitted to the Committee for approval before the use of any human subjects in the study. Continuous supervision of the study also is required. Uses of research instruments in classrooms are also explicity covered by this regulation.

In studies being supported financially by any unit of the U. S. Department of Health, Education and Welfare (HEW), the University is required to give assurances to HEW that proper review and approval of studies is conducted by the Committee. Therefore, applications for financial support to any HEW agency should be given extra lead time of ten days for Committee review of the human subject involvement.

The Committee also has concern for studies to evaluate drugs or biologicals which have not been approved for sale by the U. S. Food and Drug Administration or the Bureau of Biological Standards. A proposed study of such drugs or biologicals should be submitted to the Committee for review in the same manner as human subject research.

Specific information and guidelines for preparing protocol statements may be obtained from the Office of Grants and Contracts.

## PATENT POLICY

This policy is intended to assure the greatest possible benefit from the results of research at the University; provide an orderly means for obtaining patents; and set forth in principle the rights of the public, the University, and the staff with respect to patents.

The results of experimental work carried on by or under direction of staff members, and having the expense thereof paid entirely from funds under control of the University, belong to the University and the public and should be used and controlled in ways to produce the greatest benefit to the University and the public.

The individual staff member has an equity in any patentable discovery or invention if a portion of the time and/or facilities used in making it were provided by the member and not paid for by the University.

A staff member who makes a discovery or invention outside the staff member's regular duties and on his/her own time and at his/her own expense, and without the use of University facilities, is entitled to full ownership of it.

Regardless of the question of equity, the University will assist so far as feasible any staff member in evaluating the staff member's inventions and discoveries; and, if advisable, in patenting them.

This patent policy does not pertain to questions of ownership in copyright of books and articles.

The University will seek to insure the largest possible use of its discoveries and inventions in ways which will produce the widest possible benefits to the public health and welfare.

In accepting a grant from a corporation for the purpose of research, it is the intent of the University that the grant shall be used for the training of students and the extension of the boundaries of knowledge, and not for the solution of specific industrial problems. Any exceptions to this rule will be at the discretion of the President of WVU and should be made with the written approval of the person doing the research.

The holders of fellowships made available to the University will be under the same regulations as other members of the University staff.

Any funds coming to the University as a result of this patent policy will be used for furthering research and scholarship in the University, the awards to be made by the President, with the understanding that preferential consideration be given to the needs of the particular field of research which gave rise to the patent concerned.

Where individual staff members entirely or in part in the course of their regular duties, and entirely or in part at University expense and on University time, develop ideas or inventions which may be considered for patent applications, it is recommended that these ideas or inventions be submitted to the University for patent action.

To handle patent action, the University made an agreement on November 25, 1953, with Research Corporation, a New York corporation organized for the purpose of providing means for the advancement and extension of technical and scientific investigations, research, and experimentation.

If it accepts the assignment, Research Corporation carries out the patenting and commercialization of the invention without any expense to the inventor. Not later than March 15 each year, Research Corporation pays to the staff member a fixed portion (ordinarily 15 percent) of the gross income which Research Corporation receives from the invention; the balance of the income after the expenses in connection with the patent have been met, is divided equally between the University and Research Corporation.

# PART 7 STUDENT RELATIONS

The *WVU Undergraduate Catalog* contains University policies concerning grading, absences, and the procedure for handling cases of cheating. If a student interferes with the teaching of your class, you may suspend the student from the class and immediately report the suspension to the department chairperson and the student's adviser for appropriate action under the same procedures and penalties involved in cases of cheating.

## PROSPECTIVE STUDENTS

If you receive inquiries from prospective students, please answer them and send copies of your correspondence to your dean and to the Dean of Admissions and Records for any further action required.

## EVENING PROGRAMS

When you schedule tests, special meetings, or similar functions in the evenings, please call the Inter-Campus Transportation Office, 293-5502, at least 24 hours in advance so that sufficient buses can be provided for students.

## ABSENCES

Instructors who use absence records in the determination of grades must announce this fact to students (in writing) within the first five class meetings.

The University Health Service will answer telephone requests from faculty about whether a student sought treatment, but no longer issues written excuses to students for class or test absences or in support of petitions to withdraw from classes.

## FINAL EXAMINATIONS

All final examinations must be given according to the schedule published in the *Schedule of Courses*. The only tests permitted during the week of classes

preceding finals are in evening classes, practical laboratory tests, make-up examinations, and regularly scheduled short quizzes. There shall be a reading period of at least one day between the last day of classes and the first day of scheduled examinations. If a student has more than three final examinations in one day, because one of them is a departmental final examination, the student may take a substitute examination for the departmental examination during the reading period.

## DAYS OF SPECIAL CONCERN

The faculty is asked to observe four days of special concern to many students when absences are excused and no examinations or field trips are scheduled. They are Good Friday, the first day of Passover, the day of Malcolm X's assassination (February 21), and the day of Dr. Martin Luther King's assassination (April 4).

## FOREIGN STUDENTS

Faculty members and their families are encouraged to participate in the Host Family Program for foreign students, which permits these students to learn more about living in America and provides them with social opportunities when most students are away from the campuses. For information about this program, contact the Foreign Student Office (293-2981).

## OFF-CAMPUS TRAVEL, LATE HOURS, RESIDENCE HALLS RULES

When you plan to take a class or group off campus, certain procedures for registering that trip are to be followed. Forms and instructions are available at the Office of Student Educational Services and are to be filed seven days before any proposed trip. This provides the University necessary information to contact faculty or students on such trips in the event of emergencies.

Faculty arranging such organized student travel should be sure that each student has accident insurance coverage. Such coverage can be provided by the optional student health insurance policy, by policies held by the student and the student's family, or by trip insurance available through the Mountainlair Business Office. This coverage may be arranged to include faculty members accompanying the group.

Since residence halls have closing hours, advance arrangements must be made for late return to residence halls. If, for academic reasons, a faculty member requires a class to meet beyond the closing hours (midnight Sunday through Thursday, 1:30 a.m. Friday-Saturday, 2 a.m. Saturday-Sunday), the faculty member should inform the Residence Halls Office of Student Educational Services.

No University residence hall ever closes at any vacation or holiday period until every resident has finished scheduled classes. Sufficient time is allowed for students to meet transportation schedules. Special arrangements are made for students when circumstances compel them to remain on the campus during holidays. Thus you should disregard any student's plea to be excused from final classes before holidays on the grounds that residence halls are closing.

## READING AND WRITING LABORATORIES

You may refer students with writing weaknesses to the Writing Laboratory, 109-110 Armstrong Hall, a service of the Department of English. Students with apparent reading or studying problems may receive help from the Reading Laboratory, 719 College Avenue near Oglebay Hall, which is sponsored by the College of Human Resources and Education.

Both laboratories offer individualized instruction to students who are strong as well as weak but who want to improve their reading and writing abilities and study skills.

## TEACHER EVALUATIONS BY STUDENTS

A standing committee of the University Senate is charged with carrying out teacher evaluations. A person with the rank of teaching assistant or above may request an evaluation by students in all or any of the person's classes and may choose to have the results given only to the person or to whomever the person may designate. Evaluation of a teacher also may be requested by a department chairperson, division director, or dean, with the results going only to the individual teacher and whomever the teacher may designate.

Evaluation is done with a questionnaire submitted by the committee's representative to the students during a class period. The teacher must be absent during the procedure. The students do not sign their evaluation.

The Senate recommends that all members of the teaching faculty avail themselves of a student evaluation of their teaching at least once in every four years.

## SMOKING

For health and safety reasons, state law prohibits smoking in school buildings. Faculty are expected to enforce this law in classrooms. Smoking also is prohibited in other University facilities where "No Smoking" signs are posted. Some colleges and schools have adopted additional restrictions against smoking.

Faculty members should refer to the *Student Handbook*, available from the Office of Student Educational Services, and the *Employee Handbook*, available from the Office of Personnel, for a summary of University policies affecting students and non-teaching employees. Policies governing academic programs are summarized in University catalogs.

# PART 8 SUPPORT SERVICES

## AUDIO-VISUAL AIDS FOR TEACHING

The Graphic Arts Coordinator in the Office of Publications, Communications Building, consults with faculty members in developing instructional aids. Departments, colleges, and schools first set their own budget priorities for such aids, then consult with the Graphic Arts Coordinator. Each unit normally has the audio-visual equipment its faculty needs.

The University Libraries maintain audio-visual collections and film services including loan of equipment in 9 Woodburn Hall. A catalog is published annually. The Dean of Library Services and a staff of audio-visual librarians are available for consultation with faculty members.

## BOOK STORE

University Book Store has three branches–in Mountainlair, Basic Sciences Building, and Engineering Sciences Building. State law requires that the Book Store must be completely self-sustaining. As far as possible, the Book Store offers all its services in all its branches. Any item in stock in any of the branches may be ordered in any other, and the order will be filled and delivered the following day. Any of the branches will arrange special orders of books or other items which are not in stock.

The Book Store also operates a mobile unit, a walk-through van that makes scheduled stops at major buildings on the campuses. The mobile unit sells books, supplies such as paper and pencils, and gift items.

Bank Americard and Master Charge cards are accepted at the Book Stores, which are forbidden by state law to provide personal charge accounts.

All University books and publications that are for sale must be handled through the Book Store. Staff publications, sold by the University and intended exclusively for student purchase and classroom use, should be sold at a price as close to the actual cost of publication and handling as possible. Royalties to authors are not permitted in such cases on local sales.

*Books in Print* and some other bibliographic aids are available in each branch, while a fuller collection of such aids, including the *Cumulative Book Index*, may be consulted in the Mountainlair Book Store. The Book Store will conduct searches, when requested, to locate published material available in a

particular field, and has an out-of-print search department for material not in current publication.

The Book Store will feature important reference and other titles and stock specific books at the suggestion of faculty members. In particular, faculty are urged to send to the Book Store the titles of books they recommend as collateral reading in their courses.

Textbook requests are initiated by the teacher in charge of the course and are forwarded through the department chairperson and the dean of the Book Store.

Before every semester's final exams, the Book Store submits Textbook Requests to the faculty in time to allow the Store to determine which books will be used the following semester. This enables the Book Store to offer top prices to students for their old, used books.

The time required to process your book needs determines the cutoff date for getting book information to the Book Store. Obviously, if your request were the only one to be handled, the problem would be simple. But multiply your department by every other department on campus – all of which expect to receive books for classes that begin on the same date – and you begin to see why the Book Store needs so much lead time.

The Book Store must edit your order and seek the best source from which to obtain the book. Should used copies be sought first? Should new books be ordered? Are ordering procedures established for all publishers on your list? What quantity should be ordered and how many new-versus-used books should be bought?

These are but a few of the considerations given your order. Realistically, it takes from three to four weeks for an order to be processed from the time it has been given to the Book Store. After the Book Store acts, then it takes time for the publishers and distributors to act – about six weeks.

As an additional service, the Book Store purchases used textbooks. Prices are determined by local use of the textbooks and their national market value established by price guides issued by wholesale used college textbook dealers. Used textbooks in good condition are resold at a percentage of the publisher's list price.

Used textbooks also may be sold through a student-operated cooperative, sponsored by Alpha Phi Omega with Book Store cooperation; to the privately owned Book Exchange; or directly to other persons.

The Book Store buys from students used textbooks in good condition at 50 percent of publisher's list price if they are on the required list at time of sale; otherwise, used books are repurchased at a recommended wholesale price. Used

books in good condition are sold to the students at 75 percent of publisher's list price.

The Mountaineer Book Gallery—a division of the Book Store located at the corner of Spruce and Prospect streets—serves as a center for Appalachian regional books, for antiquarian books, and for bargain books. Mail orders for the Book Store and membership in the WVU Regional Book Club are handled here.

The Mountaineer Book Gallery includes a Book Cellar featuring clothbound and paperback books at bargain prices. The Cellar also offers a trade-in service on some books.

## COMPUTER CENTER

The Computer Center is located at 837 Chestnut Ridge Road, directly across from the Medical Center heating plant. The equipment includes an IBM 360/75 large-scale general purpose electronic digital computer with 1024K bytes of high speed 4-way interleaved core memory and 1024K bytes of low-speed core storage; two 3.9 million byte magnetic drums, seventeen removable 29 million byte magnetic disk drives; one 7-track and two 9-track magnetic tape drives; two 1,100 lines-per minute chain drive printers; one card read/punch device rated to read 1,000 cards per minute and punch 300 cards per minute; and teleprocessing control devices to simultaneously support four high speed remote batch terminals and thirty-five low speed terminals on the campuses.

Computer Center services include seminars, a library of general purpose programs, consulting, test scoring, and programming.

## RESERVING FACILITIES/CONFERENCES

Only organizations formally approved and recognized by the University, whose proposed activities are of an educational and/or cultural nature and are sponsored by a University dean or director, are permitted to use University facilities. Such usage may not be granted to any group which intends to charge an admission fee unless the expected revenue goes to the University Foundation for the benefit of the University.

Except for University-approved conferences, all requests for reservation of University facilities other than the Mountainlair shall be made with the Office of Facilities Analysis and Utilization (293-5405). This office disseminates information on procedures for reserving facilities and the most suitable facilities available for various activities.

To reserve Mountainlair facilities, call the reservation clerk, Mountainlair (293-2702).

To arrange for a conference, call the Conference Office (293-4892). In addition to facilities available on campus, conference facilities also are available at the State 4-H Camp at Jackson's Mill.

## WEST VIRGINIA UNIVERSITY FOUNDATION, INC.

The Foundation, located at 617 Spruce Street, is a privately chartered corporation, wholly dedicated to the service and assistance of the University. It administers some 350 funds for departments and divisions, and is generally involved in the solicitation and development of all financial aid other than state appropriations. Its staff works with estates and other forms of deferred giving, as well as with alumni, other individuals, philanthropic foundations, businesses and corporations.

The Foundation provides funds for the discretionary use of the WVU President, with a periodic review of priorities, including graduate fellowships, faculty research support, special library acquisitions, and certain types of faculty travel and study deemed of unusual value and importance both to the faculty member and to the University. Proposals for such aid should have advance approval of the chairpersons and deans concerned.

Faculty members are invited to make donations toward the support of outstanding students on both graduate and undergraduate levels through the Foundation. Contributions may be earmarked for student aid, for fellowship support, for faculty research or travel, or for the President's discretionary fund, which guarantees application of the gifts to what are deemed to be the University's most pressing needs at the time of the gift. Tax-deduction receipts are provided to donors.

Individual solicitations by faculty are discouraged. Such solicitations by faculty, departments, colleges, and other units must be correlated with all other University fund-raising efforts and are therefore handled by and through the Foundation.

The Foundation also finances and distributes, without charge, to the faculty, to friends, and to all former WVU students the quarterly *West Virginia University Magazine*, which is produced by the Office of University Relations.

Additional information concerning Foundation activities and help in fund-raising may be obtained by calling 296-8251.

## UNIVERSITY LIBRARY SYSTEM

West Virginia University libraries contain over 1 million items, including 800,000 books, 45,000 reels of microfilm, and 500,000 microcards, plus 3

million manuscripts in the West Virginia Collection. Some 30,000 volumes are added each year and 7,000 periodical titles are currently received.

The library system has developed notable strength in several fields. The collections in botany, chemistry, engineering, sociology, East Africa, the Southern Appalachians, and West Virginia history are especially strong. Development of the Medical Center Library has greatly increased the size and quality of holdings in the biological sciences.

There are several special collections. Facilities for research in West Virginia and regional history are centered in the *West Virginia Collection* in the Library. In addition to the growing manuscript collection, there is an extensive collection of books, periodicals, and maps which—along with court records from many counties—provide invaluable sources for the study of all aspects of West Virginia history.

The *Rare Book Room,* housed on the sixth level of the Library, contains, among other first and limited editions, the four Shakespeare Folios, and first editions of many of the works of Charles Dickens, Sir Walter Scott, and Mark Twain.

The Chemistry Research Laboratory houses the *Physical Sciences Library* of 37,000 volumes. A public catalog is maintained there for the collection, which consists mainly of bound periodicals. Catalog cards for the holdings are also filed in the catalog of the central Library, marked "Phy-Sci Lib."

The *Mathematics Library,* in Eiesland Hall, contains 9,000 volumes, and a public catalog is maintained. Catalog cards for these holdings are also in the catalog of the central Library, marked "Math Lib."

The *Agriculture-Engineering Library,* on the second floor of Engineering Sciences Building, has 63,000 volumes, and a public catalog is maintained. Catalog cards for all the holdings also are in the catalog of the central Library, marked "Ag-Eng."

The *Music Library,* located in 424A Creative Arts Center, contains 17,500 items including microcards, microfilms, and recordings, as well as books and scores.

The *Medical Center Library* is in the Basic Sciences Building. It contains 110,000 volumes, including a large collection of bound periodicals. More than 2,000 domestic and foreign periodicals are currently received. A complete catalog is maintained. All holdings are included in the central Library catalog at least by author cards.

The *Law Library* is a reference library of 98,000 volumes.

The *Towers Library* is located on the main floor of Towers I. The collection contains 5,000 volumes for which a public catalog is maintained. The Towers Library acquires a copy of many books on reserve in the central Library.

and also contains reference and circulating books, most of which also can be found in the central Library.

All units of the library system are open to members of the University community. Users of any one unit who cannot easily get to one of the others for a specific purpose may request that the item be sent to their own library by campus mail. Such requests should be made at the circulation desk. A handbook is freely available in the central Library, and the reference room staff will provide information and guidance on the various facilities and arrangements.

Faculty members are granted an extended loan privilege for most general materials other than periodicals. The faculty extended loan is due twice a year—at the close of each semester. The due date is stamped on the book pocket. Books not returned or renewed within three weeks are assumed to be lost and the borrower is billed for the book at the current purchase price. The extended loan privilege for faculty is made possible through faculty cooperation with the Library's system of quick recall (after a two-week loan period) if the book is requested by another person.

Books and journals needed for research, but not held by the Library and not readily available for purchase in this country, may often be secured through interlibrary loan. Request for such loans should be made at the reference desk. The request should give as complete bibliographical information as possible, including the source of the reference. Because of the cost of the service and the conflict in demands for certain classes of material, requests should be restricted to items which are truly important and cannot be obtained by other means. Graduate students should be encouraged to choose dissertation topics based on the resources at WVU and thus keep to a minimum the number of interlibrary loans required. Materials should be used promptly upon their arrival and not held to the due dates unless necessary. Ordinarily, renewals should not be requested.

The faculty and the Library staff are jointly responsible for developing the University's library resources.

The Library receives a yearly appropriation for purchasing books, periodicals, and other library materials. Each department is allocated an amount against which are charged all books ordered by the department. Free balances in all allotments remaining on April 15 are used without reference to original departmental allocations. Requests submitted by any department in excess of the allotment are held until April 15, when as many as possible are ordered.

Many older and specialized works needed primarily for research may be too expensive to be bought out of regular departmental allocations. In such cases, it is often possible for the cost to be shared by several departments, or for the Library to meet all or part of the cost from general funds. Faculty members

are urged to bring to the attention of the Library's staff important items which they see listed in trade catalogs.

Recommendations for book orders should be approved by your department chairperson, or his designated representative, and forwarded to the Acquisitions Department of the Library. Slips to be used in submitting recommendations are furnished to departmental offices. A separate slip must be used for each title. Each order slip should contain, when available, full name of the author, title, place of publication, publisher, date, and list price. If the item requested is selected from a dealer's catalog, the item number should be cited and the catalog forwarded with the slip. Catalogs will be returned by the Acquisitions Department if requested.

Requests for books urgently needed for research in progress or for reserve will be expedited if the slips are marked "Rush." Rush orders are expensive to handle and should be requested only under exceptional circumstances.

After a book has been received and cataloged, a copy of the order slip with the call number attached is returned to the department in which the recommendation originated.

#### Reserve Books and Class Assignments

In the central Library the Reserve Book Room is located up the stairs to the right of the circulation desk. Books for assigned and collateral reading are placed there at the request of faculty members for the duration of specific courses. Because of limited shelf space, instructors are asked to be selective and place on reserve only those books which will receive frequent and regular use.

Sheets for listing reserve books are sent to each department before the start of each semester. These must be completed and returned to the Reserve Book Room promptly. The instructor should give complete bibliographical information about each book to be placed on reserve, the call number, and the name and number of the course. Bound and unbound periodicals and books from special collections are generally not placed on reserve, but with advance notice copies of key journal articles can be prepared for use on the reserve shelves.

Instructors occasionally make assignments in volumes kept on open shelves in the Reference Room. Whenever it is necessary to make such assignments, instructors are urged to notify the Reference Librarian in advance. The books will then be withdrawn from the shelves and placed behind the desk. Failure to take this precaution has resulted in the loss or mutilation of extremely expensive reference sets.

### Photoduplication, Microform Materials

A full range of photoduplication service is provided in the central Library and limited service in some of the other libraries. Quick-copying facilities in the Library include two copying machines and a microfilm reader-printer. Arrangements for microfilming and photostating can be made in the Photoduplication Section, Room 9. Reading machines for materials in microfilm are located for public use in the north wing of the Library.

### Carrels

There are more than 100 carrels (study desks) in the stack area available for use by graduate students and members of the faculty. Upon application, the Circulation Librarian assigns numbered carrels for one semester.

### Hours of Operations

Library hours, which are subject to change, are posted in the libraries.

## MAIL SERVICE

Post offices are located in Stewart Hall and in the Basic Sciences Building, Medical Center. They handle all inter-campus mail, metering of outgoing mail, and receipt and distribution of incoming mail. They also perform limited postal service for individuals. The ZIP for the University is 26506; for the rest of Morgantown, 26505.

Campus mail must be marked Campus, contain a return address, and be bundled separately from outgoing mail so that it will not be metered and will be delivered promptly. All Campus mail must state department and building in order to be delivered promptly. The Campus Post Office normally makes deliveries and pick ups at University buildings twice a day, Monday through Friday, handling Campus and U. S. Mail.

The University account number to which postage is to be charged must be written in the upper-right corner of each envelope, and on parcels on the side which has been addressed. Mail to be registered must be sealed with brown paper tape, never Scotch tape.

Savings in postage can be realized by mailing materials other than first class. The University has a second-class mailing permit under which some publications can be mailed if the mailing piece qualifies under the University's second-class permit. The University Editor will advise which publications qualify

and what information must be carried in the publication and on the envelope. Advice for mailing third- and fourth-class items may be obtained from the Campus Post Office.

To help insure prompt delivery of incoming mail, faculty should tell their correspondents to put full names and complete University addresses on envelopes. For example: Prof. Mary Jane Doe, English Department, 106 Armstrong Hall, Downtown Campus, West Virginia University, Morgantown, WV 26506.

When corresponding with East African faculty, foreign air mail should be used to avoid lengthly delays in delivery.

Campus Post Office service to individuals for personal mail is limited to weighing and assessing postage, selling stamps, special delivery, and certifying mail. Stamped envelopes and post cards are for sale, but money orders are not.

Post Office hours are: Stewart Hall–8:30 a.m. to 4:30 p.m., Monday through Friday; and 8 a.m. to 11 a.m., Saturday; Basic Sciences Building–9 a.m. to 4:15 p.m., Monday through Friday; and 9 a.m. to 11 a.m., Saturday.

## PARKING

There are 1,650 free parking spaces provided in three unpaved, graveled lots that are located: (1) off Van Voorhis Road, near the Medical Center Apartments; (2) near the front entrance of the Towers Residence Halls, across from the Agricultural Engineering Building; and (3) Patteson Drive-side of the Creative Arts Center. Free parking also is available at the Coliseum.

A brochure on parking and traffic regulations may be obtained from the Parking Control Office, 293-5502. Suggestions about improving the parking system may be referred to the University Parking Committee, c/o Director of Parking.

The University doesn't assume responsibility for any vehicle or its contents while it is parked on the campuses. A permit issued by the Parking Control Office is required for parking in all paved University parking lots. No state funds are available to provide and maintain parking lots, which is why parking fees are charged.

Two or more permit decals may be purchased and displayed on a vehicle that is used interchangeably by two or more people with different University destinations–for example, a husband and wife who are employed at different locations. Such permits, however, will be issued at the discretion of the Parking Control Office.

Permits can be used interchangeably between campuses under certain conditions. Any Downtown Campus permit will be honored in any paid area on

the Evansdale Campus. Evansdale and Medical Center permits, with the exception of Area 47, will be honored in Area 5 (Falling Run) on the Downtown Campus, and interchangeably between the two campuses.

The University Parking Garage, behind Mountainlair (entrances on Prospect Street and College Avenue), is open to anyone. A fee is charged, payable in exact change when you leave the garage.

Parking is prohibited on campus drives (including Evansdale, Fine Arts, Arthur B. Hodges, and Medical Center drives) and on entrance roads to parking areas except where paid parking is indicated that requires University parking stickers.

Temporary parking permits for University guests may be obtained in advance of their arrival on the campuses by contacting the Parking Control Office. Please mail guests their temporary parking permits before they arrive so their vehicles won't be ticketed or towed.

Bicycle parking racks are provided on the campuses. For safety reasons and because of cleaning problems, parking or riding bicycles in University buildings is forbidden.

Special facilities have been provided for persons in wheelchairs, including reserved parking spaces and ramps into many buildings and onto sidewalks. For information about these facilities contact the Dean of Student Educational Services, 293-5811.

## INTER-CAMPUS TRANSPORTATION

Departments may purchase semester Personal Rapid Transit (PRT) System passes for their faculty and staff members to borrow for use while on University business. Faculty and staff members also may ride University buses that connect with the PRT without charge while on University business.

## PASSPORTS

Faculty who plan to travel abroad and who need a passport can obtain an application at the Morgantown Post Office.

Along with the completed application, you must submit: (1) two full-face pictures taken in the past six months. These must be no smaller than 2½ x 2½ inches or no larger than 3 x 3 inches. The University photographer may be

contacted (293-6366) to arrange for pictures; (2) a valid driver's license. If one does not have a driver's license, an affidavit must be obtained at the Courthouse or Post Office, filled out and returned in place of a license; (3) a birth certificate with a raised seal (persons who have obtained a passport in the past can submit the old passport in place of the birth certificate); and (4) a check or money order for $13.00 made payable to the Passport Office.

Since the process takes two to three weeks, faculty should submit passport applications at least a month before a foreign trip. For further information call 599-7741 and ask for passport information.

## BUILDING MAINTENANCE, NEW INSTALLATIONS, WORK REQUESTS

Emergency maintenance problems, such as overflowing toilets or a damaged floor or wall, should be reported immediately by calling Physical Plant's Central Radio Communications, 293-5311 or 293-5312.

Routine maintenance requests should be submitted on Work Request Forms signed by your dean or director. Many major maintenance services, such as painting offices and classrooms, are scheduled on a regular basis and thus don't have to be requested on the forms unless you believe a situation has been overlooked.

Proposals for renovations, major repairs, and equipment installations are submitted once a year by your dean or director, usually in January; evaluated by Physical Plant and the President's Office in terms of University-wide needs; and ranked on a priority basis to be done during the fiscal year with the number of projects depending on allocation of state repairs and alterations funds. You, of course, may suggest such projects to your chairperson or dean any time during the year for the annual submission.

No alterations including painting can be made in any University physical facility without prior approval of the Director of Physical Plant. This is to help prevent potentially dangerous situations and unexpected damages to state property; for example, violations of state fire codes.

Custodians are assigned by Physical Plant to keep buildings clean and to work on floors, walls, and walks. They are not permitted to run personal errands or to do odd jobs on request.

Physical Plant cannot repair desks, chairs, or other furniture. Such repairs should be requested on state requisition forms, indicating vendors who perform the services, through your chairperson and dean's office.

## KEYS TO OFFICE AND BUILDINGS

Keys are issued by your department chairperson or dean and must be returned if you leave the University's employment.

## PURCHASING AND ACCOUNTING PROCEDURES

All expenses that are to be paid or reimbursed by the University must be authorized in advance by the department chairperson and the dean. No faculty member is to obligate the University for any expenditure without first securing such authorization.

General office supplies, photographic equipment and supplies, all books and copyrighted materials, and many items of scientific equipment and supplies (such as microscopes and engineering material) may be purchased by departments from the University Book Store under a prescribed purchasing procedure.

The Purchasing Office processes all requests for purchases from sources other than the Book Store. This office provides assistance whenever needed in searching for any specialized equipment or services, calling in company representatives, drawing up specifications, and writing requisitions. At the Medical Center, this office keeps central stores of laboratory supplies and medical supplies for re-sale to departments.

University-owned equipment is inventoried and marked with its inventory number by the Inventory Office. When any item is to be removed from the inventory, that office must be notified by letter, with a description of the article and its condition, and the inventory tag number if one is attached. The office also handles surplus property, making both University surplus items and Federal surplus property available where they may be useful.

## LOST-AND-FOUND ARTICLES

Persons finding such items as textbooks, wallets, coats, umbrellas, etc., are expected to leave them at the nearest academic or administrative office. Each building has a designated lost-and-found collection point where persons looking for lost articles should go if they do not find them in the office nearest the place the loss is presumed to have occurred. Lost-and-found articles are periodically collected and held at Mountainlair.

## CAMPUS PUBLICITY

The News Service (Communications Building) publishes and circulates a *Weekly Calendar of Events.* Items should reach the News Service by noon Wednesday of the week before the event, by mail or by phone (293-6366).

*Calendars of Events* are published by Student Educational Services.

The *Daily Athenaeum,* published Tuesday through Friday, will consider printing notices submitted to the editor in writing several days before the desired release date.

*Special Announcements* may be distributed through University-supervised halls by supplying the Residence Halls Office in Moore Hall with copies for distribution. Two days should be allowed for distribution.

The Office of Publications (Communications Building) produces **announcements**, **programs**, **posters**, and **brochures** for University events. The University Editor should be contacted at least a month in advance of the event so there is time to edit, design, and print the materials. Mailing also is available through this office.

**Duplicating** and **sign-printing services** are offered by Mountainlair for a fee. Services include mimeographing, spirit duplicating, embossographing, and line-o-scribe poster-making. Requests for duplicating usually must be made one day in advance. Three days are required for sign orders.

## UNIVERSITY RELATIONS

The Director of University Relations advises the President on public relations matters and is responsible for coordinating all University publications and public information programs including those in the Extension Center, Sports Information Office, and Medical Center. All University news releases to the mass media and the hiring of any public information, editorial, photographic, or graphic design personnel must first be approved by him.

### News Service (Communications Building)

Faculty and staff members are encouraged to suggest ideas for news and feature stories to the News Service. Its professional staff includes a feature writer, a science writer, and a radio-TV producer. All University releases to the news media are written, edited, and distributed by the News Service. Information for proposed releases should be mailed or brought to the News Service at least three weeks in advance of the scheduled event.

### Office of Publications (Communications Building)

This staff includes editors, graphic designers, and photographers. The Office of Publications is the central duplicating unit for the University and is equipped with offset presses, a photolithography camera, mailing and bindery rooms, IBM composition, and other printing equipment.

Printing desired by any University unit must first be submitted to the University Editor, who is responsible for determining the most economical method of printing. The University Editor should be consulted well in advance of the time when the printing must be completed. The Graphic Arts Coordinator in the Office of Publications is responsible for determining the most attractive design for University publications.

The Office of Publications furnishes copy service to students, faculty, and staff through Copy Centers located in the Book Store, 2024 Basic Sciences Building in the Medical Center, and in the Communications Building. Clear, typewritten copy on white paper is required to achieve clear reproduction. Price sheets for copy service are available at the Copy Centers.

University equipment, including that operated by the Office of Publications and its Copy Centers, cannot be used to reproduce copyrighted materials without the permisssion of the author and/or publisher because of copyright laws. If you have obtained permission to reproduce a specified number of copies, please bring a copy of this release with your job to be placed on file in the Office of Publications.

The Office of Publications and its Copy Centers cannot perform non-University work for two reasons: (1) it would displace University projects, and (2) it would result in unfair competition for private businesses because University services are financed with tax funds.

### University Directory

The Office of Publications every fall publishes the *West Virginia University Directory*, which lists the telephone numbers, addresses, and other information about faculty members, non-teaching employees, and students. You will receive a copy through your school or college. Additional copies of the directory are on sale at the Book Stores.

During the summer, you will receive a form to be filled out for your listing in the *WVU Directory*. You largely determine the accuracy of your entry. To help assure that you are included in the directory, complete and return the form as soon as possible.

## UNIVERSITY SECURITY OFFICERS

Each University Security Officer has the powers and responsibilities formerly held by constables. Under the oath of office, each Security Officer has the duty to arrest, without warrant, any person who, in the officer's presence, is committing a breach of the peace, a misdemeanor or a felony. Each Security Officer also has the duty to seek a warrant for the arrest of any person for whom the officer has adequate information of commission of any crime.

Any crime for which a Security Officer makes an arrest must have been committed on premises under the jurisdiction of the Board of Regents, though the arrest may be made off such premises. WVU Security Officers have authority to assist local officers on public highways in traffic control when such traffic is generated as the result of special activities sponsored by WVU.

In general, it is the duty of Security Officers to preserve law and order on any premises under the jurisdiction of the Board of Regents to which they are assigned by the President of the University. However, since WVU Security Officers have the powers and responsibilities formerly held by constables, the President cannot interfere with officers' judgments in cases of law violation. In fact, the President himself is subject to their decisions in any matters involving law violation. The authority of a WVU Security Officer does not supersede in any way the authority of other police officers to preserve law and order on premises under the jurisdiction of the Board of Regents. Security Officers are authorized to make investigations as they see fit to determine responsibility for crimes committed on the premises of the Board of Regents.

When a violation of University regulation governing students or faculty or staff members is committed in the presence of a WVU Security Officer, the officer will ascertain the name of the offender, if a member of the faculty or staff, or will take up the ID card of the violator, if the offender is a student. The name of the faculty and staff member is to be reported to the President, with a description of the violation. The student's ID card is to be delivered to the Dean of Student Educational Services with a description of the violation. The officer involved will testify, if called, in subsequent hearings.

When help is requested from the security staff, the person asking for help surrenders initiative to the officer when the officer arrives. In the performance of duties, the officer is clothed with the authority of the State of West Virginia and the West Virginia Board of Regents, and it is the officer's responsibility and the officer's alone to determine how that authority is to be exercised. Interference with a WVU Security Officer involved in the discharge of duties is itself a crime, and renders the person interfering subject to arrest and prosecution.

## TELEPHONES

Detailed information about the University telephone system is contained in the *WVU Directory.* When you are assigned a telephone or your number changes, immediately call the Chief Telephone Operator at 293-4339 so the operators know where to refer your incoming calls.

Your college or school has been assigned an account and fund number to which all telephone costs incurred by your unit are charged. Each dean determines the telephone regulations for the college or school. No one should make a long-distance call or place a telegram from a University telephone without first finding out what these regulations are.

University telephones are not to be used for personal long-distance calls or telegrams. You may, however, dial the Morgantown Operator (9-3) and place such calls to be charged to your home telephone number.

The University subscribes to the WATS (Wide Area Telephone Service) to reduce the cost of long-distance calls. There are five lines for calls in West Virginia and two lines for the District of Columbia, Kentucky, Maryland, Ohio, western Pennsylvania, and Virginia. Your dean recommends which extensions are placed on the WATS lines.

If you would like to hold a telephone conference with up to four other persons in the University at the same time, dial 80 and make arrangements with the operator. There is no charge.

## RADIO, TELEVISION, AND MOTION PICTURES

The Office of Radio, Television, and Motion Pictures operates WWVU-TV (Channel 24), the public television station serving northern and eastern West Virginia, and the University's closed circuit TV system. This office also produces or arranges for the production of all University motion pictures, which require its involvement and approval.

Academic units are encouraged to submit production requests for instructional materials to the Instructional Media Manager, who will assist academic units in preparing such requests. Proposals for entire courses planned for television distribution must be submitted one year in advance of desired use. Proposals for existing course materials must be submitted one semester in advance of use.

Production priority is based upon the general criteria of: (1) broad interdisciplinary service, (2) improving presentation of the subject matter, (3) efficient use of available instructional space, and (4) effective instruction of large number of students.

Color television facilities of WWVU-TV in the Medical Center and closed circuit TV in Brooks Hall are available for production of color or monochrome instructional television. Productions are prepared according to professional standards using professional producers/directors, artists and cinematographers located in the administrative offices in the Hotel Morgan. Productions are usually undertaken on a shared-cost basis, with personnel costs, general overhead on equipment, etc., borne by the Office of Radio, Television and Motion Pictures and with the costs of expendable supplies (film, processing, video tape, travel expenditures) supported by the academic unit.

Since TV production is a highly complex, creative/technical process involving copyright and legal issues, close cooperation during planning and production is essential. The academic unit shall provide a content specialist who can be available to work closely during production and who is empowered to make content and business decisions. ("Rights and Responsibilities of Television Teachers" are contained in Appendix C.)

The Office of Radio, Television, and Motion Pictures also provides technical advice to other University units that are planning to purchase audio and television equipment. At least three weeks are required to obtain information from manufacturers and three months to design a system and write purchase specifications. A decision may be reached for the Office of Radio, Television, and Motion Pictures to maintain the equipment purchased (the Office maintains more than half of all the University's audio and video equipment).

# PART 9 OTHER UNIVERSITY POLICIES

## ALCOHOLIC BEVERAGES

The possession or use of alcoholic beverages of any nature is forbidden on property, facilities, or campuses of WVU except in facilities occupied as family residences and in the Mountainlair's Blue Tick Tavern where beer may be sold and consumed.

## BANNERS, POSTERS, AND STICKERS

Placing banners, posters, and stickers on University property including stickers on University vehicles without proper authorization is prohibited by the state law concerning defacement of property. Under this law those found guilty of such defacement may be sentenced to 60 days in jail and/or fined $100.

## CONCESSIONS AND SOLICITATIONS

No person, agency, or corporation that isn't an authorized representative of the West Virginia Board of Regents can sell or take orders for any item, thing, or service, or broadcast by radio or television, or solicit funds in any University facility or at any University-sponsored event without written permission from a University representative designated by the President. Whether a written permit or contract, this permission must specify the account into which such income is paid. The University Comptroller will audit receipts accruing to WVU or its units to be sure there is accurate accounting of funds according to the terms of the written permit or contract. Vendors qualified to sell to a state agency are excluded from this policy.

## DOGS AND OTHER PETS

For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) aren't permitted in University buildings or on University property.

## MAILING LISTS

No list containing the names and addresses of WVU faculty, staff, other personnel, or students shall be released or given to any person or business organization by any person employed by the West Virginia Board of Regents at WVU without the written authorization of the Dean of Admissions and Records. This policy does not prohibit the intra-University transfer of such lists for University purposes, or the sale of the *University Directory* by the Book Stores to persons or business organizations outside the University.

## UNIVERSITY ENDORSEMENTS

If you use your University title in non-University affairs, make it clear that the title is used for identification purposes only and in no way implies University involvement or endorsement.

## UNIVERSITY PROPERTY

University stationery, motor vehicles, telephones, and other equipment can be used only in conducting University business.

## USE OF UNIVERSITY FACILITIES

Only organizations formally approved and recognized by the University are permitted to use University facilities for educational and cultural activities. Such usage shall not be granted to any group which intends to charge an admission fee unless the expected revenue is to go to the University, one of its branches, or to the WVU Foundation, Inc., for the benefit of the University.

## REQUIREMENTS FOR RECOGNITION OR APPROVAL OF NON-STUDENT WVU ORGANIZATIONS

For a non-student organization to become approved by the University, the organization must have:

1. A constitution and/or by-laws showing the objectives of the organization.

2. Duly elected officers who are members of the University community or the spouses of such members of the community. (As used herein "members of the University Community" are employees of the West Virginia Board of Regents assigned to the University.)

3. A voting membership consisting of members of the University community or their spouses; but a limited number of students and persons not members of the University community may be non-voting members of the organization at the discretion of the persons to whom the application for recognition is addressed.

In addition, the objectives and activities of the organization must not duplicate those of an already-approved organization and any recognition of such an organization must be on the condition that the University and the Board of Regents will not be responsible for the legal or financial obligations for the organization.

An application for the approval of a non-student organization must be submitted to the dean or director in whose area the organization's primary objectives appear to be located. If that dean or director believes it to be in the best interests of the University, the dean or director shall recommend to the President of the University that the organization be approved. If such dean or director refuses to recommend the organization for approval, the organization can appeal that determination to the President. No non-student organization can become an approved University organization without the written approval of the President or a designated representative of the President.

The fact that an organization has become an approved University organization does not entitle it to the use of University facilities. However, such approval will mean that it is entitled to request the use of such facilities and such requests may be granted.

## SPORTS EVENTS

Because of the danger to participants in sports–officials, cheerleaders, spectators, and others–spectators are prohibited from bringing into Mountaineer Field and the Coliseum any banners, flags, bottles, cans, or thermos jugs. The throwing of any article into the crowd or onto the playing field or court at Mountaineer Field or the Coliseum is prohibited.

## SUSPECTED THEFT, MISAPPROPRIATION OF RESOURCES, FALSIFICATION OF DOCUMENTS

If you suspect theft, misappropriation of resources, or falsification of documents, immediately notify your chairperson and dean. If you think conditions

warrant it, you may notify a colleague that you trust instead of your chairperson or dean. The persons that you inform should immediately notify the University Security Office and the University Comptroller.

## VANDALISM

It is the legal and moral obligation of faculty and staff members to report the facts when they witness anyone damaging University property to the University Security Office, 293-3136. Failure to do so is grounds for dismissal.

## ACCEPTING GIFTS

Only the University President can accept gifts for the benefit of the University.

# WEST VIRGINIA UNIVERSITY
# FACULTY CONSTITUTION

## PREAMBLE

### University Government

Traditions of the academic community in general and of West Virginia University in particular demand that the faculties of the colleges and schools of West Virginia University participate fully in the governance of the University. It is recognized that legal authority to guide and regulate the University is vested by the West Virginia Legislature in the Board of Regents and the President of the University. It is further recognized that as a corollary of academic freedom, the faculty has a responsibility for guiding the scholarly pursuits of the University as well as for guiding the scholarly pursuits of each college, school, or their academic equivalent in the University. The University faculty acknowledges responsibility to communicate to those exercising legal authority over the institution its views on matters bearing upon the educational program. To that end, this Constitution is established to facilitate a meaningful flow of information and to further understanding among the faculty, the administration, and the Board of Regents, and to assist the President and Board of Regents in developing University policy.

## ARTICLE I

### The University Faculty Assembly

1. *Composition*

The University Faculty Assembly shall include the President, Provosts, Academic Deans, Professors, Associate Professors, Assistant Professors, and Instructors holding appointments on a full-time basis in the University, and such other persons engaged in full-time professional activities responsive to the academic obligations of the University as have been approved for membership by the Senate on the recommendation of the Committee on Membership and Constituencies.

2. *Functions*

a. The members of the Faculty Assembly shall elect Senators to represent the constituency groups as provided in the Constitution.
b. The Faculty Assembly may express, by formal resolution, its opinion on any question relating to policy or administration of the University.
c. The Faculty Assembly may review actions of the Senate in the following manner. Any action of the Senate must be reconsidered by that body, if within three weeks after mailing of the minutes reporting such action, petitions signed by at least 5 percent of the members of the Faculty Assembly and stating reasons for objection to the Senate action are filed with the Faculty Secretary. (See Article IV.) If the Senate reaffirms the action

so challenged, the issue must be submitted, along with appropriate documents summarizing the opposing views, to a mail ballot of the Faculty Assembly. The majority of mail ballots will decide the issue.

3. *Regular Meetings*

The Faculty Assembly shall hold two regular meetings during each academic year on the second Tuesday of October and on the second Tuesday of April, at which time the President shall report in detail on the state of the University, summarizing the academic, public service, and fiscal operations since the last meeting. He may make such recommendations to the faculty and call such problems to their attention as he deems pertinent to their responsibility as a faculty. There shall be free and unlimited discussion of any subject relating to the policy or administration of the University until such time as a majority of the members present pass a motion to adjourn. The dates of regular meetings shall be incorporated in the University Calendar. All scheduled classes and laboratories shall be dismissed during meetings of the Faculty Assembly.

4. *Special Meetings*

Special meetings of the Faculty Assembly may be called by the President, or by the Faculty Secretary on petition of 5 percent of the members of the Faculty Assembly, or on request of a majority of the members of the Senate. In the absence of the President or the Faculty Secretary in an emergency, a member of the Board of Regents may call a meeting.

5. *Presiding Officer*

The President of the University shall be the presiding officer. In his absence, a Provost shall preside. In the absence of the President and Provosts in an emergency, a member of the Board of Regents may preside.

6. *Parliamentarian*

The Senate Parliamentarian shall serve as the Parliamentarian of the Faculty Assembly.

7. *Notice of Meetings*

Except in case of an emergency, the Faculty Secretary shall notify by mail each member of the Faculty Assembly at least one week in advance of the date of a regular or special meeting.

8. *Procedural Rules*

The Faculty Assembly shall make its own rules of procedure.

## ARTICLE II

### The University Senate

1. *Composition*

The University Senate shall include the President, Provosts, Academic Deans, five administrative officers appointed by the President, and elected Senators chosen by the members of the Faculty Assembly.

2. *Functions*

The University Senate shall exercise the legislative power of the faculty subject to the limitations of Article I. It shall have authority to recommend general policies to the President and the Board of Regents with regard to:

a. Objectives and academic standards for the University and its components;

b. Educational matters, especially with regard to those affecting more than one college, school, or other academic division;

c. The organizational structure of the University with reference to academic matters;

d. Admissions, transfers, scholastic achievement, and graduation requirements of the University;

e. Faculty members, such as standards of appointments and conduct, tenure and retirement, academic freedom, promotion, salary, and the nature and conditions of their work, and all matters of faculty welfare;

f. Addition and deletion of all programs and courses;

g. Student life, such as standards of conduct, discipline, health, living conditions, organizations, publications, financial aid, and student participation in extracurricular activities and athletics;

h. University convocations, lectures, entertainment, publications, and radio and television broadcasts;

i. The academic calendar and the scheduling of classes;

j. The operation and administration of the libraries;

k. Equipment and physical facilities;

l. Candidates for honorary degrees and other certificates;

m. Rules and regulations implementing any educational policy or program or any of the functions outlined in Section 2;

n. And such other matters as shall be referred to it for study and recommendation.

3. *Election of Senators*

a. The Faculty Secretary shall be responsible for the conduct of all Senate elections.

b. Candidates for a position in the University Senate must be nominated on the nominating ballot. Such persons may either have their names placed on the nominating ballot by petition to the Faculty Secretary or they may be nominated by a write-in vote of their colleagues. In the case of petition, prospective candidates must submit a petition containing the signatures of not less than ten voting members of their constituency to the Faculty Secretary by March 15. Not later than April 1, the Faculty Secretary shall submit to all eligible voters the nominating ballot which will contain the names of those who have presented valid petitions for candidacy along with an appropriate number of blank spaces for write-in nominations. Each member of the constituency will be permitted to vote for twice as many candidates on the nominating ballot as there are senators to be elected from that constituency. The nominating ballot shall be accompanied by full instructions for its use. Names of the persons receiving the largest number of votes on the nominating ballots shall appear on the electing ballot provided that they shall number not more than three times or less than two times the number of representatives to be elected.

c. Elected Senators shall be chosen from the Faculty Assembly by mail ballot not later than May 1 by the voting members of the following constituencies each of which shall be entitled to one Senate representative for each twenty constituents or fraction of twenty who are members of the Faculty Assembly. A constituency for the purposes of this Constitution shall be understood to mean a college, school, or other educational administrative unit as provided for by the Board of Regents of this State. The basic criteria for the recognition of such a unit as a constituency is that it shall be under the direction of an administrative officer who is directly responsible to the central administration. The affirmation of a new constituency shall be by not less than two-thirds of the members of the Faculty Senate, present and voting. Failing this, by petition of fifty of the University Faculty, this matter may be presented to the faculty at large. Upon presentation of the petition, the affirmative vote of the simple majority of the faculty shall create a new constituency.

**Constituencies**

1. College of Agriculture and Forestry
2. College of Arts and Sciences
3. College of Business and Economics
4. Creative Arts Center
5. School of Dentistry
6. College of Human Resources and Education
7. College of Engineering
8. School of Journalism
9. College of Law
10. School of Medicine (includes Basic Sciences Division)
11. College of Mineral and Energy Resources
12. School of Nursing
13. School of Pharmacy
14. School of Physical Education
15. School of Social Work
16. Potomac State College
17. All members of the Faculty Assembly not included within any of the above constituencies.

d. Constituencies are developed in accordance with the principle that there shall be at least one elected Senate member from each college or school or academic division as named in Section 3. c. (above), and the number of Senate members elected from each constituency shall be based upon one elected member for each twenty or fraction of twenty members, who are members of the Faculty Assembly and are responsible to the particular constituent college, school or academic division. It is expressly provided, however, that the Faculty Assembly members in any constituent college, school or academic division where more than one Senate member is to be elected, may by appropriate action create sub-constituencies within the constituency from which particular Senate members are to be elected. When such sub-constituencies are created, they shall be submitted, by the Dean or other administrative head of the academic division to the Senate Committee on Membership and Constituencies for approval.

Sub-constituencies shall be effective and Senate members shall be elected therefrom at the election next following the approval by the Committee on Membership and Constituencies and ratification of approval by the Senate.

4. *Continuity*

Approximately one-third of the elected Senate members shall be elected each year from each constituency where there is more than one representative. At the first election, which shall be conducted by the existing Senate Executive Committee, one-third plus whatever fraction is necessary to round off to a whole number shall be elected for a term of one year; another one-third plus the fraction necessary to round off to a whole number shall be elected for a term of two years; and the remainder shall be elected for three years except where there are only two representatives, these shall be elected for two- and three-year terms; and where there is only one representative, he shall be elected for a three-year term.

5. *Term of Senators*

Following the terms of the Senators from the first election, elected members of the University Senate shall normally serve for a term of three years and until successors have been elected and have taken office. They shall be eligible to serve two consecutive full terms but shall then be ineligible for reelection until a period of one year has elapsed. A term of less than two years shall not be considered a full term for purposes of this provision; a term of two years or more shall be considered a full term for purposes of this provision. To conform to the intent of Article II, Section 4, the Committee on Membership and Constituencies may recommend that some Senators be elected for terms of one or two years in order that, as nearly as possible, an equal number of representatives will be elected each year within a constituency.

6. *Vacancies*

Should a vacancy occur, the Faculty Secretary shall hold an election for a Senator to serve the remainder of the unexpired term.

7. *Senate Meetings*

The Senate shall meet regularly no less than once per month at a time and place which it shall establish. Special meetings of the Senate may be held upon call of the President, or upon the written request of ten Senators. At the request of five Senators the Faculty Secretary shall arrange for a caucus of the elected Senators to discuss matters of policy.

Except in case of an emergency meeting, the Faculty Secretary shall mail notice of any regular or special meeting to each member of the University Senate at least ten days in advance of the date of any such meeting. In case of an emergency meeting the Faculty Secretary shall take all necessary means to notify the members of the Senate in advance of such a meeting. An emergency meeting may be called only on petition of twenty-five Senators or by the President of the University.

8. *Presiding Officer*

The President of the University shall be chairperson of the Senate. A Provost shall preside in the absence of the President.

9. *Parliamentarian*

There shall be a Parliamentarian appointed annually by the Senate Executive Committee with the consent of the Senate. The Parliamentarian shall assume office June 1 of each year.

10. *Quorum*

At any regular or special meeting of the Senate a majority of the elected Senators shall constitute a quorum.

11. *Observers*

Any member of the Faculty Assembly may be present at Senate meetings as an observer.

12. *Attendance*

All Senators shall be expected to attend regularly the meetings of the Senate. There shall be a roll taken at each meeting. The constituents of a Senator absent for two consecutive meetings or three meetings in one academic year shall be notified of such absence by the Faculty Secretary, and if 50 percent of these constituents so petition the Faculty Secretary, he must declare the seat vacant and fill the vacancy as provided in Section 6 of this Article.

13. *Rules of Procedure*

The Senate shall make its own rules regarding procedure.

## ARTICLE III

### Committees

1. *Creation and Classification*

The University Senate shall have power to establish such committees as may be needed for the performance of its functions. Senate Committees shall be of three kinds: (a) Constitutional Committees, established by this Constitution; (b) Standing Committees; and (c) Special Committees, created by action of the University Senate.

2. *Executive Committee*

The Executive Committee is a constitutional committee composed of the President, who shall be its chairman, the Faculty Secretary, who shall be its secretary, and six elected Senators who shall be chosen by the Senate. These six members shall be elected for a term of one year, and no elected member may serve more than three consecutive terms. No more than one Senator may be elected to the Executive Committee from any one Constituency group. It shall be the duty of the Executive Committee to:

a. Arrange the agenda for Senate meetings; all committee reports received shall be included without change in the agenda for the next meeting of the Senate;

b. Serve as a channel through which any member of the Faculty Assembly may introduce matters for consideration by the Senate;

c. Assist in carrying into effect the rules, regulations and actions of the Senate;

d. Act for the Senate on an emergency basis between meetings of the Senate, such action to be reported for confirmation at the next Senate meeting;

e. Appoint both the standing and special committees of the Senate and the chairperson thereof with such appointments subject to confirmation by the Senate;

f. Prepare and submit reports on the work of the Senate to the President and the Faculty Assembly;

g. Recommend to the Senate such organization of committees as may seem desirable;

h. Recommend rules of procedure to the Senate and interpret this Constitution.

3. *Committee on Membership and Constituencies*

The Committee on Membership and Constituences is a constitutional committee. Its size and membership shall be determined by the Senate Executive Committee subject to the approval of the Senate. It shall be the duty of the Committee on Membership and Constituencies to:

a. Review and report to the Senate upon the arrangement of constituencies within the Faculty Assembly and to recommend such changes as it deems necessary not later than December 15 of each year;

b. Maintain an official roster of the Faculty Assembly, determine questions of eligibility for membership in the Faculty Assembly and report, no later than April 10 of each year to the Faculty Secretary, the names of Faculty Assembly members within each constituency group.

4. *General Authority*

Any committee created by this Constitution or by the Senate shall in any matter germane to its subject matter jurisdiction have authority to recommend policy and to review the execution of such policies as are adopted or already operative.

5. *Standing and Special Committees*

The Senate shall establish by resolution such Standing and Special Committees as it deems necessary. The resolution establishing any committee shall describe the subject matter jurisdiction of the committee and designate a report schedule for it. A Standing Committee continues until abolished by the Senate. A Special Committee expires at the end of one year unless renewed by the Senate. Any committee not specifically designated as a Standing Committee shall be a Special Committee.

6. *Committee Personnel*

The Chairpersons of standing and special committees shall be members of the Senate. Other committee members need not be members of the Senate, but must be members of the Faculty Assembly. Students and non-University persons may be asked to serve on appropriate committees as ex officio members without vote. Appointment to any committees shall be for a maximum of one year and no member may be appointed to succeed himself/herself more than two times.

## ARTICLE IV

### Faculty Secretary

1. *Term of Office*

There shall be a Faculty Secretary who shall be an ex officio member of the Faculty Assembly and who shall be appointed for a term of three years by the Senate Executive Committee with the approval of the Senate. The Faculty Secretary may succeed himself/herself indefinitely. The Faculty Secretary shall take office June 1, except when filling an unexpired term.

2. *Duties*

The Faculty Secretary shall perform the following duties:

a. Serve as secretary at all meetings of the Faculty Assembly, the Senate, and the Senate Executive Committee;

b. Keep permanent minutes of all meetings which shall be available for inspection by any member of the Faculty at any reasonable hour;

c. Distribute promptly to the Faculty Assembly agenda for and minutes of meetings of the Faculty Assembly and the Senate. The Faculty Secretary may distribute to the Faculty Assembly any other papers or documents necessary to keep the faculty well-informed concerning University affairs generally;

d. Conduct all elections not otherwise provided for;

e. On behalf of the Faculty Assembly, Senate, and Executive Committee to receive and to transmit opinions and suggestions appropriately.

3. *Administrative Support*

The teaching and research responsibilities of the Faculty Secretary shall be reduced sufficiently to permit the Faculty Secretary to perform his/her duties adequately. The Faculty Secretary shall be provided with an office and adequate staff for the performance of duties as Faculty Secretary.

## ARTICLE V

### Amending Procedure

1. *Proposing Amendments*

Amendments to this Constitution shall first be approved by the Senate and then submitted to the Faculty Assembly. Any member of the Faculty Assembly may submit a suggested amendment in writing to the Senate by filing it with the Faculty Secretary. The Senate must act upon the request no later than the third meeting following such filings.

2. *Publicizing Proposed Amendments*

Any amendment proposed by the Senate shall be distributed to every member of the Faculty Assembly at least one month before a meeting of the Faculty Assembly.

3. *Discussion of Amendments*

Opportunity for debate at a regular or special meeting of the Faculty Assembly shall be provided for every amendment proposed by the Senate.

4. *Ratification of Amendments*

Within one week following the meeting of the Faculty Assembly, ballots shall then be prepared by the Faculty Secretary and distributed by mail to all members of the Faculty Assembly. Voters shall return their marked ballots to the Faculty Secretary within two weeks of the original date of mailing by the Secretary. The envelope but not the ballot,

shall bear the name of the voter. Ratification of a proposed amendment shall require a three-fourths majority of those responding to the mail vote.

5. *Board of Regents Assent*

No amendments shall be in effect until approved and adopted by the Board of Regents to whom all ratified amendments shall be referred.

# Appendix B

## POLICY REGARDING ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

RESOLVED, That the West Virginia Board of Regents hereby amends its "Policy Regarding Academic Freedom and Responsibility, Appointment, Promotion, Tenure and Termination of Employment of Professional Personnel" adopted March 12, 1974, for professional personnel in the state system of higher education, and issued as its "Policy Bulletin No. 36," by deleting the language of Paragraph 9-G thereof, and by substituting in lieu of such language Paragraph 9-G as hereinafter set forth on page nine, effective July 1, 1974.

All academic appointments made after the effective date hereof shall be in conformity with this policy statement.

The provisions of this policy relating to qualifications, contracts and tenure status, shall not apply to personnel with an effective date of employment prior to July 1, 1974; provided, however, any such appointee wishing to be covered by these provisions relating to qualifications, contracts and tenure status, may request such coverage in writing prior to July 1, 1974, which request for such coverage, if approved by the President of the institution and the Board of Regents, shall entitle the appointee to coverage, and such coverage shall be noted in, and become a part of the individual's permanent file.

## ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

1. *Academic Freedom*

The necessity of academic freedom at West Virginia state colleges and universities is self-evident. The West Virginia Board of Regents recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the colleges and universities under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

Academic freedom guarantees the liberty of members of the academic community to freely study, discuss, investigate, teach, conduct research and publish, depending upon their particular role at the institution. Administrators shall have the same freedom in these areas. While the term "academic freedom" is most often used in describing the rights of faculty members of a college or university, students are also entitled to the right of academic freedom. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities.

Faculty members, whether tenured or on probationary status, shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties which may include designated research, extension service, and other professional duties. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside of the college or university, they shall be free from institutional censorship or discipline.

The concept of academic freedom should be accompanied by an equally important concept of academic responsibility. The faculty member at a West Virginia state college or university is a citizen, a member of a learned profession and a representative of an educational institution. As such, a faculty member, together with all members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom and academic freedom for all members of the community. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesman for the institution in which employed.

2. *Appointment of Academic Personnel*

A. The academic personnel at any of the institutions under the jurisdiction of the Board of Regents shall be those appointees of the Board of Regents at such institution who are assigned by the president of each such insitution to academic duties which include teaching, research and/or service. This may include, upon the recommendation of the president of an institution and the approval of the Board of Regents, such professional personnel as librarians and those involved in off-campus service.

B. Academic personnel appointed to render full-time service for the Board of Regents at any of the institutions shall be appointed to faculty positions in one of the following ranks:

(1) Professor
(2) Associate Professor
(3) Assistant Professor
(4) Instructor

C. Other appropriate titles which more accurately indicate the nature of the position may be used upon the recommendation of the president of an institution and the approval of the Board of Regents.

3. *Service of Academic Personnel*

A. Personnel rendering full-time service to the Board of Regents at one of the institutions, but assigned to administrative or staff duties, either in addition to, or for the time being, exclusive of, academic duties may, if qualified, be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title.

B. Academic personnel who are expected to render service limited to only part of their working time in any period, or to particular functions requiring only part of their professional attention to duties at an institution, or to only a brief association with an institution, shall be designated part-time and may be appointed to a position with one of the following titles:

(1) Any of the faculty ranks, but designated part-time, visiting, clinical, or adjunct, as applicable to describe the connection or function.

(2) Lecturer.

(3) Assistant, designated graduate, research, clinical, or adjunct, as applicable to describe the connection or function.

C. The president of an institution shall make all appointments to all positions at the institution, subject to approval of the Board.

D. Every appointment of academic personnel at any institution shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the Board of Regents, or supplementary actions, thereto, as provided by law.

E. Every such appointment shall be in writing and a copy of the appointing document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment; provided, however, any special understandings stated therein shall be subject to the approval of the Board of Regents, or otherwise such special understanding shall be void.

4. *Faculty: Conditions of Appointment*

A. All full-time appointments to the faculty of an institution shall be of two kinds: probationary appointments and appointments with tenure.

B. All part-time appointments, as defined in 3-B, shall be neither probationary appointments nor appointments with tenure, but shall be appointments only for the periods specified in the appointments and for the purposes specified in the appointments with no other interest or right obtained by the person appointed by virtue of such appointment except as specified in such appointments.

C. The appointment of a person to a full-time faculty position at an institution is made subject to the following conditions:

(1) The appointee shall render full-time service to the institution to which appointed. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members.

(2) If outside employment or service interferes with the performance of the regular institutional duties of the appointee, the institution has the right to make such adjustments in the compensation paid to such appointee as are warranted by services lost to the institution, and institutional equipment and materials used.

5. *Joint Appointments*

A. Faculty members may be appointed to perform academic duties at two or more institutions, which duties may include teaching, research, counseling, or other services. For administrative purposes, one institution shall be designated the faculty member's "home institution," which institution shall be responsible for granting promotions, raises in salary and tenure; provided, however, when cause therefore shall occur, appropriate counseling, disciplinary action, etc., shall be the responsibility of the institution where the occurrence arose.

B. The conditions and the details of the faculty member's joint appointment, including the designation of his "home institution" and other special arrangements, which may include reasonable expenses, shall be specified in the contract agreed to by the faculty member and the presidents of the institutions sharing his services. Joint appointments will only be made with the consent of the employee.

C. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home institution."

6. *Promotions*

A. Within the following framework each president shall establish, in cooperation with the faculty or duly elected representatives of the faculty, guidelines and criteria for promotion.

(1) There shall be demonstrated evidence that the promotion is based upon a wide range of criteria such as: excellence in teaching, significant contribution and service to the college community, experience, academic achievement, professional growth, research, potential for continued professional growth, and service to the people of the State of West Virginia.

(2) There shall be demonstrated evidence that in the process of making evaluations for promotions there is participation of persons from several different groups such as: peers from within and from without the particular unit of the institution, department chairperson, dean, and students.

(3) There shall be no practice of granting promotion routinely nor of denying promotion capriciously.

(4) The institution shall submit its guidelines and criteria for promotion to the Board of Regents for approval and shall make available such guidelines and criteria to its faculty.

7. *Faculty Resignation*

A. If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal, notice shall be given in writing at the earliest opportunity. Professional ethics, however, should dictate the consideration of the institution's need for having a full complement of faculty at the beginning of the academic year.

8. *Tenure*

A. Tenure is a system designed to protect academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation as well as periodic evaluation by peer and administrative personnel is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the teaching and research profession attractive to persons of ability.

B. Tenure shall not be granted automatically but shall result from action by the West Virginia Board of Regents upon the recommendation of the president following consultation with the department concerned.

C. Tenure status may be attained by all full-time employees who hold faculty rank of Assistant Professor or above and whose major assignment is of an academic nature and shall not be contingent upon promotion in rank.

9. *Probation*

A. When a full-time faculty member is first appointed to teach in any of the institutions of higher education under the jurisdiction of the West Virginia Board of Regents, the appointment shall be on a probationary status, except that persons as defined in 3-B shall not be considered as being either on probation or on tenure.

B. The terms and conditions of every appointment shall be stated in writing with a copy of the agreement in the possession of both the institution and the individual concerned before the effective date of the appointment.

C. The maximum period of probation shall not exceed seven years; and at the end of six years any non-tenured faculty member will be given notice in writing of tenure, or

offered a one-year written terminal contract of employment. Any reduction in this period may be determined at the discretion of the president of each institution within the following guidelines:

(1) A faculty member appointed to the rank of Instructor shall, if not elevated in rank, serve the maximum seven-year probationary period, and decision thereon shall be made at the end of the sixth year.

(2) An Assistant Professor may be eligible for consideration for tenure at the end of three years in that rank and at that institution.

(3) An Associate Professor or Professor may be eligible for consideration for tenure at the end of two years in these ranks and at that institution.

D. All faculty members shall serve a minimum two-year probationary period, except under special conditions established by the institution, the president may recommend to the Board of Regents that an Associate Professor or a Professor be granted tenure at the time of initial appointment.

E. Administrative personnel with minor academic assignments shall not accrue service credit toward satisfying the probationary period.

F. Employment during summer terms, in part-time positions or during periods of leaves of absence, shall not be credited toward satisfying the probationary period.

G. During the probationary period contracts will be issued on a year-to-year basis and appointments may be terminated with or without cause at the end of any contract year. During such probationary period no reason for non-retention or nonreappointment need be given. An appeal from the president's decision as to non-retention may be made by the non-tenured faculty member to the Board of Regents, which will review the decision of the president to determine whether the same has afforded procedural due process and was not in violation of the constitutional rights of the non-tenured faculty member.

H. The president of each college or university shall give written notice to non-tenured faculty concerning their retention or non-retention as follows:

(1) Not later than March 1 of the first academic year of service.

(2) Not later than December 15 of the second academic year of service.

(3) At least one year before the expiration of an appointment after two or more years of service in the institution.

I. Institutions shall involve the faculty in the periodic review of the performance of academic duties of non-tenured faculty members and the faculty member shall be informed of the results of such reviews in writing.

10. *Grievance Procedure*

A. "Grievance" shall mean a claim or complaint based upon an event or condition which affects the welfare or condition of appointment of academic personnel and which does not involve causes for dismissal or termination of employment as defined by 11 herein.

B. Each institution shall establish fair and equitable grievance procedures at the lowest administrative level for the purpose of securing equitable solutions to the problems which may from time to time arise affecting academic personnel.

11. *Dismissal and Termination of Employment of Tenured Personnel*

A. Causes for Dismissal: The dismissal of a faculty member with tenure, or of any faculty member before the end of a specified period of appointment, shall be effected

only pursuant to the procedures provided in these policies, and only for any of the following causes:

(1) Demonstrated incompetence or dishonesty in the performance of professional duties.

(2) Personal conduct which substantially impairs the individual's fulfillment of institutional responsibilities.

(3) Insubordination by refusal to abide by legitimate reasonable directions of the administration or of the Board of Regents.

(4) Physical or mental disability making the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties.

(5) Substantial and manifest neglect of duty.

B. Termination of Employment: A tenured faculty member's appointment may be terminated because of a bona fide financial exigency or the reduction or elimination of an existing program at the institution for which no other program or position exists requiring equivalent competency, and only as a last resort after all reasonable efforts have been made to meet the need in other ways. Decisions in these matters shall be reached after a collaborative assessment by administration and faculty, and prompt written notice of such termination shall be given to the faculty member by certified mail.

C. Notice of Dismissal for Cause: The president of the institution shall institute proceedings by giving the faculty member a written dismissal notice by registered or certified mail, which dismissal notice shall contain:

(1) Full and complete statements of the charge or charges relied upon,

(2) a copy of any pertinent rules and regulations governing the faculty member's procedural rights, and

(3) a statement that the faculty member has the right to elect to have the hearing conducted either by the Hearing Committee or a Hearing Examiner.

D. Answer and Service: Within 30 days from the date of the receipt of the dismissal notice the faculty member may file a written answer to the charges. The period for filing the answer may be extended by the president for good cause. The answer shall also contain a request for either a hearing by the Hearing Committee or Hearing Examiner. If the faculty member fails to file a timely answer, the notice of dismissal shall be final.

12. *Hearings*

In order to assure a fair and impartial hearing, a dismissed faculty member shall receive a written notice of hearing as hereinafter provided and may avail himself of either one of the following two hearing procedures:

A. Hearing Committee: Each year the faculty of each institution shall elect thirteen faculty members representative of the various ranks in the institution who shall be known as the Hearing Panel. In the event of a vacancy for any cause the faculty shall fill the vacancy.

If the request is for a hearing before the Hearing Committee:

(1) The president shall furnish the faculty member, in writing, a list of nine of the thirteen faculty members of the Hearing Panel as herein set forth, with instructions to strike four names and return the list to the president within five working days. If for any reason the faculty member fails to strike, the president shall within five working

days strike a sufficient number to reduce the members to five which shall constitute the Hearing Committee.

(2) The president shall promptly notify, in writing, the five members of their selection as the Hearing Committee, and of their need to select from their membership a chairperson, and shall designate a time and place for their meetings to make such selection and to set a date for hearing the charge or charges.

(3) The chairperson shall give notice by certified mail to the concerned parties of the time and place for hearing the charge or charges which time shall be not less than ten days nor more than twenty days from the date of the notice thereof.

B. Hearing Examiner: If the request is for a hearing before a Hearing Examiner:

(1) The president shall so notify the Board of Regents, which shall appoint a duly qualified disinterested attorney at law as a Hearing Examiner and shall submit the name and address of such Hearing Examiner to the president and to the dismissed faculty member.

(2) The Hearing Examiner shall determine the time and place for a hearing to be held and shall give notice by certified mail to the concerned parties. Such hearing date shall be not less than ten days nor more than twenty days from the date of appointment of the Hearing Examiner.

C. Hearing shall be Conducted as Follows:

(1) The Committee or the Examiner will hear such proof of facts as may be deemed proper and reasonable and make such investigation and enter such recommendations as the facts justify and the circumstances may require.

(2) The hearing will be conducted with as little delay as possible.

(3) The faculty member shall have the right to have an advisor, but such advisor shall not be a person other than a member of the faculty or staff of the institution, unless specifically permitted by name by the Committee or the Examiner.

(4) Witnesses will be examined under oath in the manner and form and in the order designated by the Committee or the Examiner.

(5) Formal court rules of evidence shall not apply in such hearings.

(6) Testimony shall be recorded, and a transcript thereof shall be prepared.

(7) A copy of the transcript of the testimony together with copies of the exhibits shall be furnished to the faculty member, at no charge, upon his request.

(8) As soon as practical after the hearing, the Committee or Examiner shall deliver to the president a copy of the record of the hearing with the recommendation of the Committee or Examiner and shall provide a copy of the recommendation to the faculty member. The president shall, within twenty days after receiving the record and recommendation, issue a decision in writing to the faculty member by certified mail, and such decision shall be final unless the faculty member institutes an appeal to the Board of Regents under the procedure set forth hereinafter.

D. Amendments: Technical forms and allegations in pleadings are not required to be observed and amendments or supplemental statements may be made and filed at the discretion of the Hearing Committee or the Hearing Examiner.

13. *Appeal to the Board of Regents*

A. An appeal as of right from the final decision of the president of the university or college may be taken by the faculty member by filing a written notice of intent to appeal

with the Board of Regents within 10 days after receiving the final written decision of the president.

B. Within 30 days after filing the notice of intent to appeal, a petition shall be filed with the Board of Regents containing a statement of the reasons why the final decision of the president is in error together with a complete record of the proceedings.

C. Within 60 days after receipt of the appeal, the Board of Regents shall consider the appeal on the record submitted and may take such action as it deems reasonable and proper in all the circumstances and in answer to all of its responsibilities under the law.

D. Time is of the essence, and in the event the faculty member fails to file the notice of intent to appeal and the petition of appeal as required in provisions "A" and "B" of this section, the decision of the president shall be final.

*Adopted: West Virginia Board of Regents*
*March 12, 1974*
*9-G Amendment adopted*
*June 11, 1974*

# Appendix C

## RIGHTS AND RESPONSIBILITIES OF TELEVISION TEACHERS

This policy is intended to establish guidelines to be followed in accommodating the interests of the University, the faculty, the departments of instruction, and the Office of Radio, Television, and Motion Pictures in arranging for the preparation, broadcast, and use of televised instructional programming, whether in the classroom or on the air. It is intended to apply to activities of University Faculty and Staff in instructional programming in or through University facilities. It is not intended to apply to occasional participating in public, educational, or commercial programs (including casual appearances on Channel 24), which are left to *ad hoc* arrangements to be made between the individuals and agencies of production who might be so involved.

A system of guidelines is used for the reason that each program of instruction will have peculiar requirements depending upon the teacher, his discipline, the department of instruction, the nature and extent of broadcast, audience, the teaching methods followed, and the obsolescing tendencies of the instructional material. In any event, however, the guidelines should be applied so as to maintain and improve the quality of instruction and to advance the basic function of the University to preserve, augment, criticize, and transmit knowledge and to foster the student's ability to learn.

**Responsibility for Televised Courses**

The faculty of a department or other instructional unit shall determine the extent to which television should be used and has the primary responsibility for the academic content and conduct of any televised course of instruction taught by a member of that instructional unit. Such responsibility shall include:

a. the appropriateness of offering a course, or any part thereof, on televison;

b. the design of the course, including the syllabus, goals and objectives of the course; arrangement of contact hours and personnel to provide interaction between instructors and students; assignment and evaluation of student work; and other contacts necessary to maintain high level of quality of instruction;

c. the selection of television teachers who are outstanding in professional competence in the subject area as well as who possess those special attributes and proficiencies which are required by the medium; and

d. the procurement of regular University approval of new courses where appropriate.

Deans, upon recommendation from a department of instruction relative to a televised course of instruction, shall have primary responsibility for budget support for the course. Such responsibility shall include:

a. The arrangement of sufficient released time for the television teacher to plan, to produce, and to oversee the program and the instruction, as well as sufficient academic and support personnel to provide pre-preparation, research, preparation, evaluation, grading, and revision of programs and materials to assure quality instruction;

b the cost of materials and maintenance of hardware;

c. the arrangement for budgetary support as necessary during re-use or repetition of televised courses.

The Office of Radio, Television, and Motion Pictures shall be responsible for maintenance and development of production standards for any televised courses of instruction offered by the University. It shall serve as technical consultant to units of instruction and television teachers in all phases of the preparation, production and broadcast of such courses of instruction.

Television teachers have the usual faculty prerogatives and responsibilities concerning the content and structure of courses assigned to them. Such prerogatives and responsibilities include:

a. specific subject matter content and structure of the assigned course, including non-televised teaching materials and papers, within the syllabus of the course coverage;

b. reasonable choice with respect to accepting television teaching assignments;

c. preparation and revision and correction of tapes and programs, as well as preparation and revision of non-televised teaching materials, where indicated.

**Teaching Assignment, Work Load, Assistance, Recognition**

Instructional units utilizing televised instruction shall arrange to provide members of faculty and staff assigned to televised instruction sufficient released time, staff assistance, class meeting adjustment, and control of specific subject matter content to assure high quality instruction. General standards for judgment shall include:

Released time should be provided to television teachers for:

a. early planning, research, designing instructional materials, consulting with advisers, curriculum specialists, and the Office of Radio, Television, and Motion Pictures, generally during the year prior to the scheduled course offering;

b. actual preparation, rehearsal, and production time during the period of taping or production of programs, recognizing that an estimated 20 hours is required for each 30-50 minute TV lecture;

c. revision and correction of tapes and programs, as well as class contact, in the event of reuse of taped programs;

d. preparation and revision of non-televised teaching materials, where indicated;

During the playback periods when the course is offered to students, the television teacher should be given approximately half of his teaching load assignment to each televised course.

Depending upon the number of students to whom the televised course is offered, their location and means of communication and interaction, instructional units shall provide the television teacher with sufficient academic supporting personnel to:

a. provide regular and proper student contact for interaction, for discussion, and for consultation;

b. provide efficient administration and grading of examinations and other written work; and

c. provide, where indicated by the nature of student contact or range of student audience, efficient response by mail or otherwise to student interaction or questions.

In the assignment of regular teaching loads and in the evaluation of an instructor's qualifications for promotion, salary increases, and other emoluments of office, the television teacher should be given the same kind of consideration for his professional activities as are

given to other teachers. However, it should be recognized that conventional measurements of his activities may not fit such evaluation.

**Areas of Accommodation**

Certain aspects of televised instruction require substantial flexibility in accommodating the interests of all parties.

The University as such has substantial investment in any televised course. State law requires the University to maintain ownership of materials, discoveries, and programs produced in University facilities and by University personnel.

The department of instruction has an obligation to make best use of facilities, personnel, and investments to maintain instruction in its assigned discipline.

The faculty member has a substantial stake in his professional competence, integrity, production and work. In other areas than the television medium, he has substantial control over and ownership in the results of his scholarly activity.

In determining how long a televised program shall be used and when the material on the tape is obsolete, obsolescent, or inadequate and in need of revision, the professional judgment and desires of the teacher should be given a high order of respect. However, where a teacher may be deemed unreasonable in his refusal to approve the course for re-run or refuses to make revisions, the faculty of the department of instruction shall have final authority for re-use, provided proper recognition of the instructor's disclaimer of responsibility can be given.

Where a department has set up a television class and the instructor is adamant about refusing to approve re-use of the tape or to revise the material, the department chairman may elect to assign the course to that instructor for live teaching in lieu of the televised materials.

Recorded programs and teaching materials, prepared by television teachers as a part of their regular University duties, are the property of the University. On the other hand television teachers have ownership rights to original notes, literary and artistic efforts in common with other personnel who contributed. Where the programming is to be re-used on a free-loan or cost-only basis, within or without the University, the instructor shall be given reasonable notice of not less than 60 days that such use is contemplated. The instructor shall have the right to review and suggest revision and to condition his approval of such use. The instructor's opinion or desire shall have a high order of weight in determining such use. If the refusal, in the opinion of the faculty of the department of instruction, is unreasonable or revision is impracticable or unnecessary, the department may arrange for such re-use, provided proper recognition of the instructor's disclaimer of responsibility can be given.

Where the programming is to be re-used on a profit or income-producing basis beyond University facilities or responsibilities, similar arrangements concerning instructor notice, review, and revision shall be followed. In addition, the instructor shall be paid a reasonable royalty, either in addition to his regular salary, if still employed, or by direct payment if he has left employment.

**Written Agreement**

There shall be a written agreement between the on-camera teacher and the University made before going into production. The special written agreement should specify clearly the rights and responsibilities of the teacher in areas covered by this policy statement.

**Rights and Responsibilities of Production Personnel**

Certain key production personnel may share in ownership rights (See "Areas of Accommodation") which should be adjusted, agreed and reduced to writing by the parties prior to commencing production.

–Approved by the President / July 19, 1971

## PUBLICATIONS OF GENERAL INTEREST

West Virginia University ..... Office of University Relations
*Brief history of University, description of its objectives and functions, photographs of the campuses*

Welcome to WVU ..... Office of University Relations
*Perspective maps of the campuses, brief facts about the University.*

West Virginia University Magazine ..... Office of University Relations

WVU (distributed with paychecks) ..... Office of University Relations

You and WVU (for potential new students) .. Office of Admissions and Records

Barron's Profile of West Virginia University ..... Office of University Relations

PRT/Personal Rapid Transit ..... Office of University Relations

University Directory ..... For sale at Book Stores after initial distribution to University offices by Office of University Relations

Employee Handbook ..... Office of Personnel

Faculty Handbook ..... Your Dean's Office

Undergraduate Catalog ..... Office of Admissions and Records

Graduate Catalog ..... Office of Admissions and Records

College and School Catalogs ..... Your Dean's Office

Schedules of Courses ..... Office of Admissions and Records

Creative Arts Center (CAC) Semester Calendar ..... CAC Dean's Office

Weekly Calendar of Events ..... Your Dean's Office

WVU Organization ..... Your Department or Dean's Office

WVU Planning Assumptions ..... Your Department or Dean's Office

Statistical Profiles of WVU ..... Your Department or Dean's Office

WVU Equal Opportunity Employment Affirmative Action Plan ..... Office of Personnel

West Virginia Travel Packet ..... Office of University Relations

Morgantown Area Booklet ..... Office of University Relations

## MOTION PICTURES / SLIDE PROGRAMS

Portrait of a University ..... Office of University Relations

Only a Beginning ..... Office of University Relations
*Historical view of WVU.*

Seeds to Grow ..... Office of University Relations
*This film documents WVU's contributions to agricultural education and research in the East African nations of Kenya, Tanzania, and Uganda.*

General slide program about WVU ..... Office of University Relations

Personal Rapid Transit Slide Program ..... Office of University Relations

Employee Orientation Slide Program ..... Office of Personnel